

Booking a MyPC computer

Introduction

About half of all the computers in the independent study room of the Harmonie Complex (first floor, wing 1313-0240) can be booked in advance via the MyPC reservation system. If you book a PC, this means the computer will be available for you for the time slot you chose. However, you must log in **within 10 minutes of the start of the booked time slot**. If you are late, your booking will be cancelled.

Computers that are not booked can be freely used. These computers can be recognized by the notification 'Available' at the top of the login screen. On booked computers the name of the person who booked is displayed.

You will be logged out of the computer at the end of your reservation. Do not walk away from the computer without saving all open files!

Booking a computer

You can book a computer within the MyPC environment as follows.

- Go to the MyPC website: <https://mypc.service.rug.nl>
- Log in with your S number and password (Figure 1).

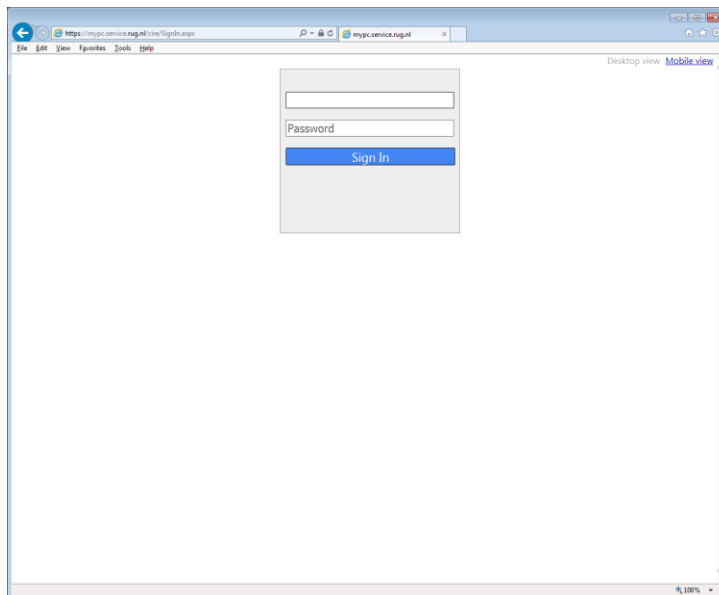


Figure 1 The MyPC login screen.

Once you are logged in, the My PC main screen will open (Figure 2).

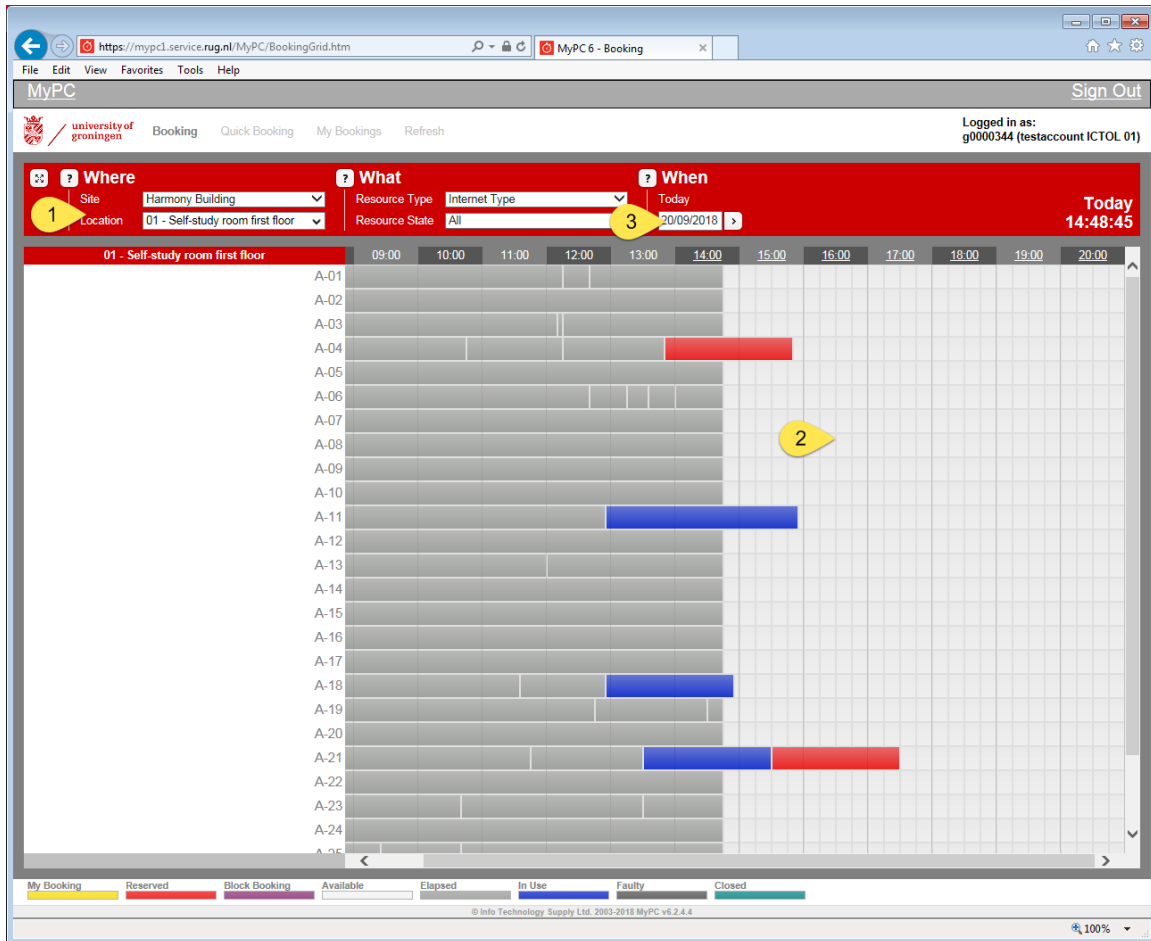
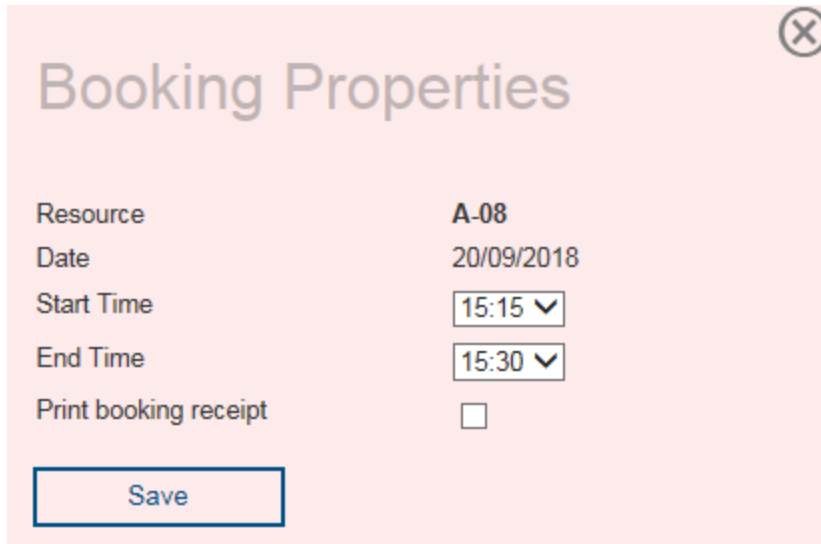


Figure 2 The MyPC main screen

The screen is divided into several different sections.

Section:

- 1) This is where you can select the location within the University where you want to book a computer. In Figure 2, we have selected the independent study room in the Harmonie building.
- 2) Click in the light grey area to select a pc and a time slot. The booking screen (Figure 3) will appear. This applies to bookings made on the same day. Select a different date via Section 3.



A screenshot of a 'Booking Properties' form. The form has a light pink background and a close button (X) in the top right corner. It contains the following fields:

- Resource: A-08
- Date: 20/09/2018
- Start Time: 15:15 (dropdown menu)
- End Time: 15:30 (dropdown menu)
- Print booking receipt:

At the bottom of the form is a 'Save' button.

Figure 3 Booking information.

- 3) If you click in Section 3, a calendar will appear (Figure 4) where you can select the date on which you want to book a PC. Proceed with section 2 and select a pc and time slot.



Figure 4 Choosing a different date.

Your booking will be confirmed in the MyPC screen (Figure 5). Your booked time slots will be indicated in yellow – the other colours are explained at the bottom of the screen.

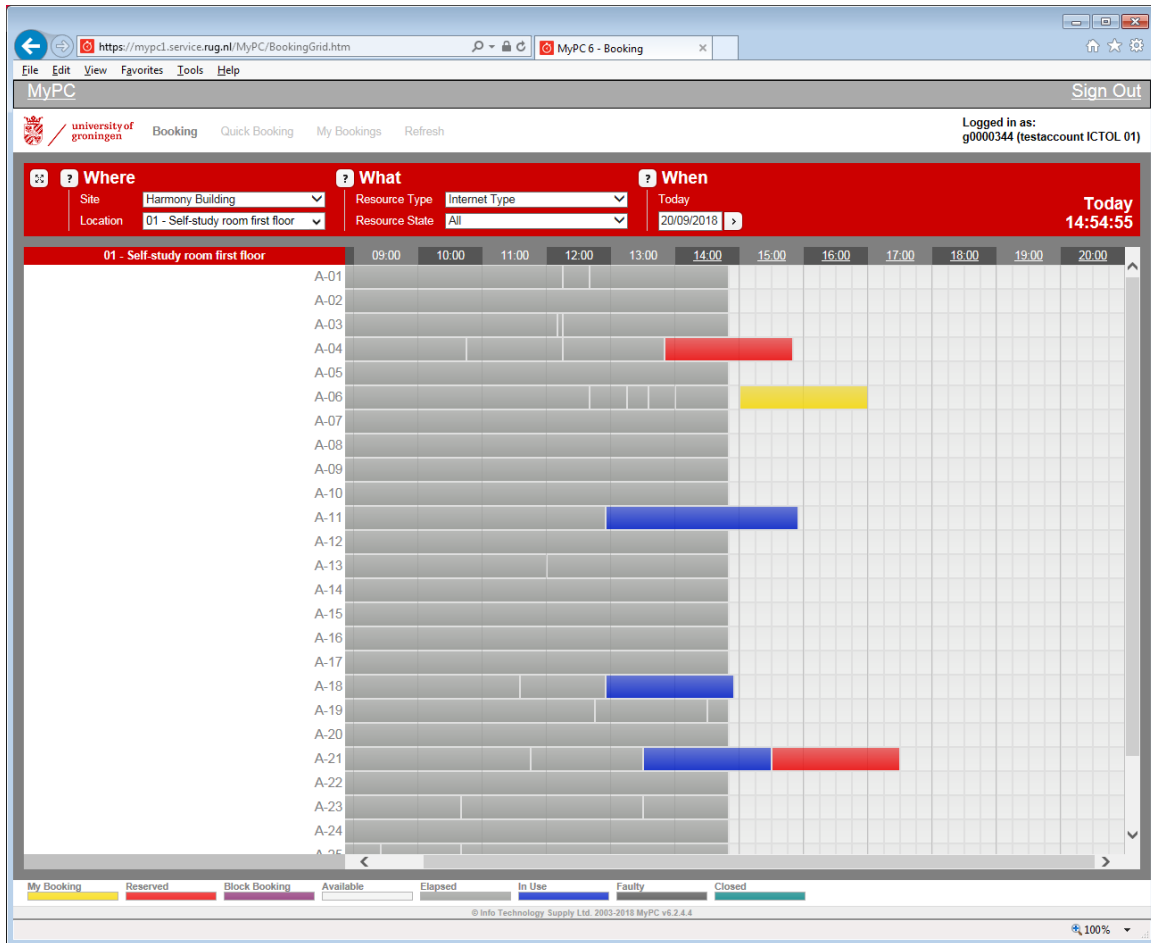


Figure 5 Viewing your bookings.

Mobile devices

You can also book a pc on a smartphone or tablet. However, in *Mobile view* you cannot select a specific computer. If you have a preference for a certain pc, you can switch to *Desktop view* before logging in.

Extend session

After you have logged in on the pc you booked, you will have the option to extend your session. On top of the computer screen, in the middle, you will see a small bar:



Figure 6 The minimized MyPC information bar.

After clicking on this bar, the MyPC information bar unfolds. From left to right you will see:

1. The remaining time before the booking ends.
2. Your username.
3. A button to extend your session.

The two other buttons are for logging out and for displaying the information bar permanently.

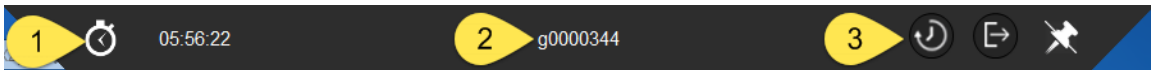


Figure 7 The extended MyPC information bar.

Click on button (3) to extend your session. If you have not extended, a reminder will pop up at 10, 5 and 3 minutes before the end of the session, asking you if you want to extend your session. You cannot extend if someone else booked the pc.

System settings

ICTOL can change a number of booking-related characteristics to enable students to use the system in the best possible way, such as the number of bookings that can be made, the duration of each booking and how long in advance bookings can be made.

N.B. National holidays and other dates on which the Harmonie building is closed are also included in the system. It is possible to enter bookings for these dates, but you will of course not be able to use the PCs when the building is closed!