

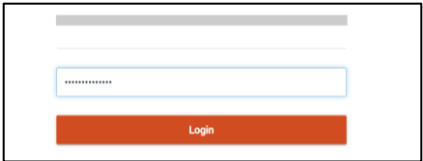
Student Free Technology Loaner Program

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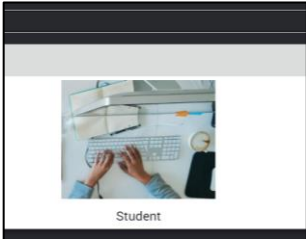
As a student at Century College, you may request one desktop computer/ChromeBook and/or a cellular WiFi hotspot to use for your classes for the whole semester! Please see full terms and conditions at the end of this document.

Step 1: Access Web Checkout

1. [Click this link to access our online reservation system.](#)
2. Enter your StarID and StarID password and click **Login**.



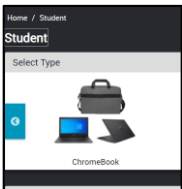
3. Select where to pick up your equipment: East Campus Library (E1800) or West Campus Computer Center (W3165).
4. Select **Student**.



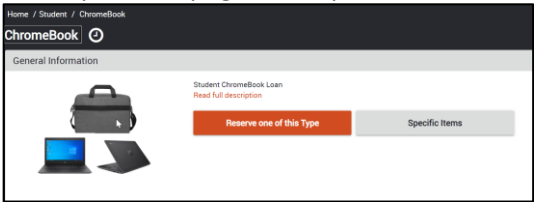
Step 2: Reserve your Equipment*

NOTE: You may wish to consult with your instructor prior to making a reservation as to which option best meets course objectives.

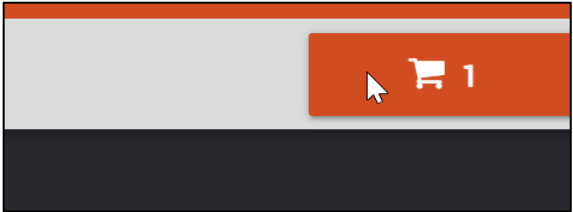
1. Select the type of equipment to reserve. You can choose from a Chromebook/Desktop Computer (with monitor) and/or a WiFi hotspot.



2. Select **Reserve One of this Type**. If you need to reserve more than one piece of equipment at once (i.e. a Chromebook and a hotspot), return to the previous page and repeat.

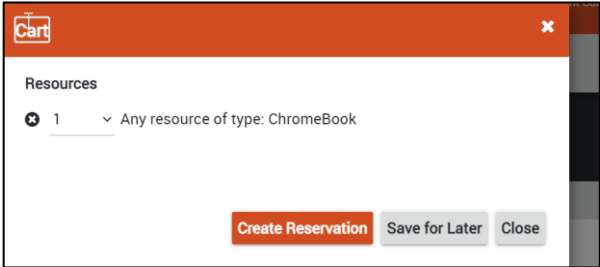


3. If you don't need to reserve any more equipment, click the cart in the top right corner.

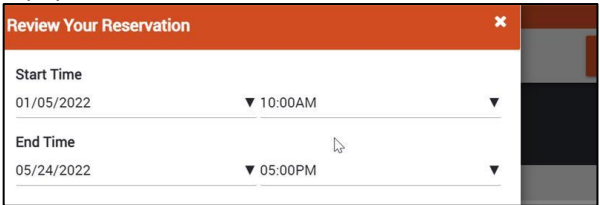


Step 3: Complete your Reservation

1. A popup will appear. Click **Create Reservation**.



2. Enter the dates for how long you need the equipment. Make sure you change the equipment checkout time to at least 10:00 AM.



3. Then, scroll down, enter your name in the designated box, and then enter your telephone number.

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By typing my name in the box below, I agree to return the check-out equipment upon request from Century College personnel.

If I fail to return the equipment upon request,
 EMPLOYEES: My Cost center will be charged replacement costs for the equipment.
 STUDENTS: My student financial account will be charged for the cost of the replacement equipment.

Please provide a telephone number where you can be reached.
 123456789

Note to Checkout Center
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Attachments

Attachment	Description	Uploaded On
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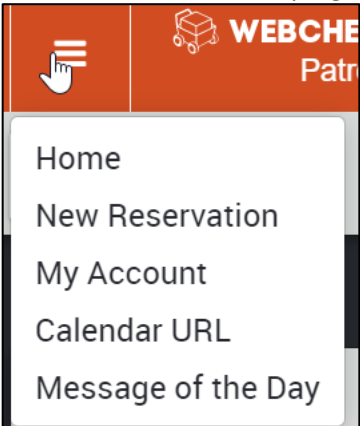
- Click **Submit Reservation** at the bottom.

Submit reservation Save for Later Close

Change Reservation if Necessary

If you need to, you may adjust your reservation or pick up time, or cancel it altogether.

- While logged into Web Checkout, click the three horizontal lines in the top right corner.



Home
 New Reservation
 My Account
 Calendar URL
 Message of the Day

- Select **My Account**.
- Click the reservation you want to change. Then select **Edit Reservation** or **Cancel Reservation** as needed.

Terms and Conditions

By reserving and checking out technology equipment from Century College, you agree to all terms and conditions.

This program is available to currently enrolled Century College credit-based students and is available so long as supplies last.

Reservations are available one week prior to classes beginning and pick-up begins the first week of the term.

Your loan may be extended if you register for the next term before the end of Finals Week. If you do not register by the end of Finals Week, you may be asked to return the equipment and submit a new request if you register later.

If you do not plan on enrolling for an additional term (including Summer), we ask that you return the equipment by the last day of Finals to allow IT Solutions time to inventory and prepare the equipment for the next student.

Failure to return equipment in a timely fashion (including all components, especially cases and charging cords) will result in your student account being charged the following rates:

ChromeBook	\$200
ChromeBook Charging Cable	\$ 50
Desktop Computer/Monitor	\$150
Wi-Fi Hotspot	\$100*
Wi-Fi Hotspot Charging Cable	\$ 25

*Internet service will be turned off immediately