



www.mediacentre.ca

- e-book over 10,000 titles
- user-friendly, convenient and efficient
- simple, streamlined approach to booking DVD's/Videos
- book from any internet browser
- an historical record file for past bookings
- print current & future bookings
- 4,000 teachers on-line
- delivery twice weekly

MEDIA CENTRE

360 Fairview Ave. W., Essex
 Phone: (519)-776-5610
 Fax: (519)-776-4457

WORKSHOP HOURS

MON TUES THURS
8:30 - 6:00
WEDNESDAY
8:30 - 8:00
FRIDAY
8:30 - 4:30

laminating
 die-cuts
 badges
 book-binding
 48" coloured bulletin board paper
 media production

Check out our website at:

www.mediacentre.ca

Logging in to Medianet

- 1 • Log into any internet browser (home or school) and key in the following address:

www.mediacentre.ca

- 2 • Select "SEARCH FULL CATALOGUE".
 • Select Video Titles only.

THERE IS AN EXCELLENT HELP SECTION!

- 3 • Keep your search simple by using a keyword. Don't use the plural.
 • Click "Submit".
 • Double click the title for a description.
 • Use the "Pick" button to book.

- 4 • Enter your user ID and your password.
 • If you are using Medianet for the first time, your user id is your employee number with 40 in front. (4012345)
 • Your initial password is your school's phone number, without the dash or space. (9661234)

Note: Your employee number is found in the upper left hand corner of your pay stub.

- 5 • Pick a show date. There is a first available date option and a availability calendar to assist you.
 • Medianet knows your school's delivery day so only be concerned with the actual date you want to use the item.

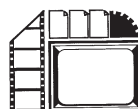
- 6 • Click the "Test Availability" button to see if that date is available.
 • You will get a green check mark if it is available, or a red X to choose another date or title.

- 7 • Press "Submit".
 • You can check, extend or cancel your own bookings via the "Options" menu.

- 8 • **IMPORTANT:** Resources that are due must be placed out for pick up the day before your school's delivery day. Medianet will automatically **BLOCK** your shipments if you have *late resources*.



**WINDSOR-ESSEX
 CATHOLIC
 DISTRICT SCHOOL BOARD**



**THE
 EDUCATIONAL
 MEDIA CENTRE**