

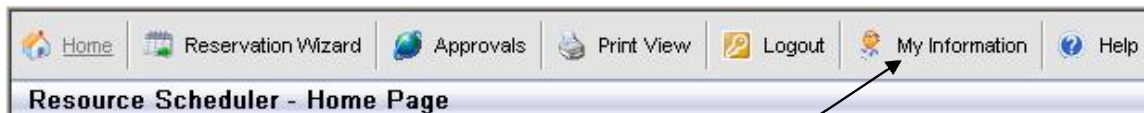
## Booking AV & Media Equipment using Resource Scheduler Login, Username & Password

Go to <http://klo-av-1.okanagan.bc.ca/resourcescheduler>



The screenshot shows the 'Resource Scheduler - Login' page. At the top, there is a navigation bar with links for Home, Print View, Search, Logout, and Help. Below this, the page title is 'Resource Scheduler - Login'. On the left side, there is a logo for 'Okanagan College' and 'resource Scheduler'. The main content area is titled 'Login' and contains two input fields: 'Login or E-Mail' and 'Password'. A 'Login' button is positioned below the password field. A note states: 'Note: To utilize Email integration in the package you must enter a valid Email address.' At the bottom right, there are language selection options for 'English' and 'Français'.

Your login is your Outlook email address ([brubble@okanagan.bc.ca](mailto:brubble@okanagan.bc.ca))  
Your initial password is your birthdate in mmddyy format (or the last 6 digits of your ID number if your birthdate was not on record). Once you're logged in you'll see the Resource Scheduler Home Page.



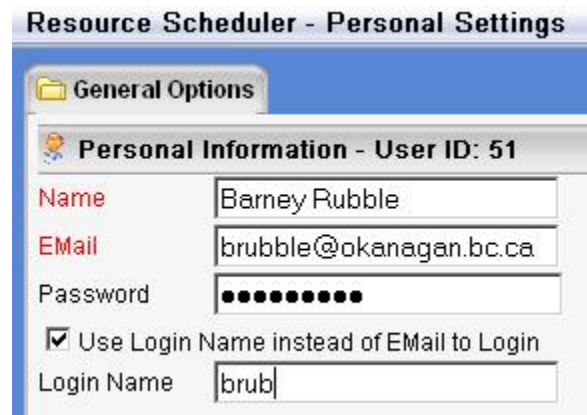
The screenshot shows the navigation bar of the 'Resource Scheduler - Home Page'. It includes links for Home, Reservation Wizard, Approvals, Print View, Logout, My Information, and Help. An arrow points from the 'My Information' link to the text below.

From the Resource Scheduler Home Page click on My Information.

On this Personal Settings screen you can enter a new Password and a shorter Login Name.

Put a checkmark in the box to Use the shorter Login Name instead of your full email address.

Click Submit to save your changes.



The screenshot shows the 'Resource Scheduler - Personal Settings' page. It has a 'General Options' section and a 'Personal Information - User ID: 51' section. The 'Personal Information' section contains the following fields:

- Name: Barney Rubble
- Email: brubble@okanagan.bc.ca
- Password: [masked]
- Use Login Name instead of EMail to Login
- Login Name: brub