Instructions for booking the Media Center

1. Simply click the following shortcut, log in, and skip to Step 7 (below)

   https://collaborationportal.dadeschools.net/sites/schools/7391/mediacenter/Lists/Book%20the%20Media%20Center/computers1.aspx

   This shortcut is also available on the Media Center page on the school web site. In the absence of the shortcut, please proceed to Step 2.

2. Log into the Employee Portal

   ![Employee Portal Log In](image1)

3. Click Applications/Sites

   ![Applications/Sites](image2)
4. Click on your Work Location (either 7391 or 8901) under My Collaboration Sites

5. Click Media Center

6. Click Book the Media Center

7. Either click New | New Item
   or
   click directly on a date
8. In the *Title* field, enter your name

9. Enter the Start/Stop Date and Times

   **NOTE:** Make a separate entry for each class you schedule. For example, if you plan to schedule all of your classes for, say, an even day, you should make three entries: one each for periods 2, 4, and 6.

10. Enter a description if special assistance is required.
11. Choose the area(s) of the media center you are requesting.

12. Enter the number of students (or attendees) expected for your session.
13. Click OK

14. Please be aware that your request will not appear on the public calendar until approved by a media specialist.

Thank you.