

AV LOAN SERVICE NEW USER GUIDE

On your first visit to the AV loans page, after logging in via EASE, you will be presented with the form shown below.

The screenshot shows the registration form for the University of Edinburgh's Learning Spaces Technology Equipment Loan Service. The form is titled "Account Details" and includes a message: "We have noticed that you do not have an account. We have some of your details; we just require a few more before you can continue. Please complete the marked areas and click 'submit' at the bottom." The form fields are: First Name, Middle Name, Surname, and Email. The email field is pre-filled with "your.name@ed.ac.uk" and has a note: "Your email has been auto-filled above". Below the email field is the "Enrollments" section, which is highlighted with a red box and a note: "This section does not apply and can be ignored". The "Enrollments" section includes an "Add Enrollments" button, a "Course" dropdown menu (set to "Default Course"), a "Year On" dropdown menu (set to "1"), and a "Began Year" dropdown menu (set to "2019"). Below the "Enrollments" section is the "Terms & Conditions" section, which includes a toggle switch (set to "off") and a note: "You need to read the Terms & Conditions then check the box before you can proceed". A red line points from the toggle switch to a note: "Click here to see the T&Cs before accepting and clicking submit". At the bottom of the form is a blue "Submit" button. The background of the form is a dark image of various AV equipment.

Fill in your first and last name, with middle name if appropriate. Your email will be entered automatically and cannot be edited. Ignore the section on Enrolments.

The terms and conditions may be viewed by clicking on the referencing text and must be accepted by clicking on the toggle to the left before clicking Submit.

You will receive an email confirming that you have submitted your registration, followed by a further email once your account has been activated. On future logins you will be taken straight to the dashboard page, bypassing this form. See the full user guide for details.