



## ESC-2 Media Web Booking User Instructions

1. Go to [www.esc2.net](http://www.esc2.net) website
2. Click on Programs
3. Select Operational Services
4. Click on Media > Educational Media or type in (<http://www.esc2.net/centers/instructional/media>)
5. Scroll down to **Media Booking Catalog and Self Registration**
6. Click **Register** (black link on left)
7. Click on **School List** (blue link)
8. Select your district
9. Select your campus
10. Complete all boxes; **Teacher ID** is created by the user. Choose an ID that is easy to remember
11. Click **“Submit REGISTER TEACHER REQUEST”**
12. Click on **Keyword Search** (blue button on left)
13. Complete **“Search Term”** (enter title or video number) and click “Submit Search”
14. Click on the Title you would like to book
15. Click on **“Book This Material”**
16. Here you can view the **Availability Calendar**, click on **“Submit Booking Request”**
17. Your booking will be confirmed
18. Click on **“My Bookings”** (blue link on left) to see what you will be receiving
19. Rebook a video for a different date by clicking on **“My Bookings”** (blue link on left) and clicking on the **“REBOOK”** button in Red
20. **Extension need to be called in**
21. To view videos you have received in the past, click on **“Past Bookings”**, here you can rebook a video that was received earlier

If additional information or assistance is needed, please contact Sylvia Basaldu at 361-561-8651 or [sylvia.basaldu@esc2.us](mailto:sylvia.basaldu@esc2.us).

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