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

![Login to Employee Portal](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

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.