

You can access Web/Max by going to ITS Web page at [www.richlandone.org/services/its/](http://www.richlandone.org/services/its/).

Once you get there, under Services and Programs click on Web/Max.

- This will take you to “Web/Max Booking System”.
- Click on “Go To Web/Max Online”.
- At this point you would type in your user number (680.3) (without the zeros) and password (Media) or whatever you have changed it to. (If you have forgotten, call me and I can give it to you) or you can type in your first initial and last name (ALL TOGETHER) using the same password. (check with your media specialist for your login name)

Once you submit that information, it will take you to the “Welcome” screen.

- Click on start Web/Max.
- At this point, you can search the entire catalog by using keyword (s) or you can click on the drop down box and select one of the subject areas that are listed. Also you can search by media types and/or grade levels.
- if you have the title number of the resource that you want, click on the “order” button at the top of the page and type in the number (vc-0000). DO NOT TYPE IN THE ZEROS AFTER VC.

In the display-setting box, you can change the 12 to a higher number so that you can get more hits on one page.

If you booked the resources by using the number or by searching, when you are finished, press the “next” button and this will take you to the “order” form with all of the information. It will have a date in it, if this is not the date you want to view it, click in the “earliest use” box and change the date, and you can extend your material for 5 days by typing in 5 in the “extra time” box. Press the “next” button to see if your date is available. If this is the end of your order press the “confirm” button at the top of page.

If this ends your order,

- then you can exit out.

If you would like to search other titles,

- return to the “catalog page and proceed like previous.
- If you have the title number, it can be entered at the bottom of the screen.

Sometimes the connection fails from our server to yours; normally **all** it takes is a phone call to tell us. We will then reboot the system.(which takes about 5 minutes). If that doesn't work for you, please call us back and we will investigate further. If we don't hear from you, we will assume that everything is ok.