SJSU Photography: Equipment Rental Instructions

1. Log in to the photo Connect2 website using your SJSU one credentials. Once your classes have been verified, you will be able to view the equipment available to you. Please allow 24 to 48 business hours for enrollment verification after logging on for the first time.

- You can view, and update your account information by going to view my account, and going into personal details.
2. To rent equipment in person you can visit the equipment checkout window at room 402 in Duncan Hall after you have logged on to the Photo Connect2 website. You can find the opening date and Fall 2021 hours listed on the Photo Connect2 homepage. Make sure to bring your Tower Card with you to check out equipment.
3. To book equipment ahead of time and pick it up later, select “Book Equipment” on the home page. You can also select the “Book by Category” option from the main menu.

4. You can manually search for equipment or use the search options on the left. Items that are unavailable for you to rent will be greyed out.

5. Add the equipment you need to your basket and when you have finished, select create booking.
6. You will then select the date you will pick up your booking. The available dates and times are in white. Your start and end time must be during one of the times on the
You can find the open hours listed on the photography website, and on the photo Connect2 homepage. Currently students can rent equipment for up to two weeks.
If you need the equipment for longer, you can renew your booking. Students may renew equipment up to five times and the option to renew is available seven days before the end of the booking.

7. Next, select the classes and instructors you have for the current semester. You will also indicate if you are enrolled in a hybrid class.

8. Read through the terms and conditions carefully before agreeing. You are responsible for any lost, or damaged equipment.
9. Include any notes or information that you would like to give to staff about your reservation.

10. You will then verify that all the reservation information is correct, and confirm your booking. Your request will be reviewed within 24 to 48 business hours.
You will receive a “Booking Confirmation” message and email, once your request is submitted. If you no longer wish to borrow the items, you can delete the reservation by logging into your account, and selecting, active booking. Select the booking reference number, and then delete your booking.

**Rental Approvals**

- Once you have submitted your request, you will receive a “Booking Confirmation” email and message. The booking confirmation email and message are only sent to confirm that your request has been received, not that it has been reviewed.
- Once your booking request has been reviewed you will receive a “Booking Process Complete” email. Check the approval status on the “Booking Resource Details” page.
- If your booking reservation is approved, you will see “This booking is confirmed” on the “Booking Resource Summary” page once you expand the details of the items.
- If your booking request is denied, you can check the reason your booking request was denied on the “Booking Resource Summary”. Please review these notes before you submit another booking request.

Updated: 17th August 2021
Returns & Renewals

- Your return date and time is the end date and time listed on your booking details. Please return the equipment at the specified date and time on your booking, otherwise you will be inconveniencing staff and other students.

- If you need equipment for a longer time, you can renew your booking by going to active bookings, and then selecting the specified booking. Select “Renew booking” and you will be taken to a list of the equipment you have out on loan. You will be able to see which items are eligible for renewal on this page. Select all the equipment you would like to renew, and then select “Renew” below.

- Renewals are available seven days prior to the end of the booking and cannot be scheduled on or after the due date.

If you have questions, please visit the FAQ page on the SJSU photography website, or email photo-lab-equipment@sjsu.edu

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