

Webcheckout Instructions for all Labs

Webcheckout is the program we use to track the use of lab drawers & their contents.

Go to the web site at <https://webcheckout.lsa.umich.edu> . You will be directed through the **M** WEBLOGIN portal where you will enter your Login ID (username) and Kerberos Password.

Choose Checkout Center by clicking '**Log In**' for Chemistry.

From the '**Allocations**' drop list, choose '**New Checkout**'. Enter the username of the student who will be the primary Patron of the drawer in the '**Checkout For**' box and hit '**ENTER**' (students who share the drawer will be entered later).

In the left column, click on '**Chemistry Instructional Labs**'. Then expand the '**Chemistry Instructional Drawers**' by clicking . This will expand the column so you can see all the lab room numbers with course-section in parenthesis. For instance: **A706 Drawers (125-234)**.

Search for your room & course-section from the selection (*You may have more than one group of drawers for your section*). Open the group of drawers by clicking the on the left. Choose a specific drawer (**Resource**) to move it to the 'Selected Resources' column by double-clicking the drawer number. If you mouse over the Drawer in the Chemistry Instructional Labs column the Drawer #, Lock #, and Lock combination will appear. . If you choose the wrong drawer you may click on the 'X' to return it to 'Chemistry Instructional Drawers' column. Expand '**Chemistry Instructional Kits**', then double-click the kit that corresponds to your lab section. The kit will appear in the Selected Resources under the chosen drawer. GSIs are ONLY allowed to assign drawers for their lab sections.

Click '**Apply**' next to the '**Default Return Time**', then click '**Commit**'. The Patron's information should appear. If multiple students are checking into the same drawer, scroll down to the bottom of the 'Patron' tab, then enter the sharing student's name(s) in the '**Accompanying Patrons**' box. Enter one name per line, then click the Green checkmark ✓.

On the left side of the page, choose the '**Confirm Checkout**' button. Click the '**Print Checkout Agreement**' button OR if the .pdf version appears, print that. All the students listed on the confirmation sheet, Primary Patron and added students, must sign the sheet to acknowledge they understand and agree to abide by the laboratory rules. The confirmation sheets must be collected by the GSI and returned as a section to the Chemstand.

If a student withdraws from a lab early the GSI must return to Webcheckout and execute the following changes:

-If the student was the Primary patron: the drawer should be returned and then checked out again using an Accompanying Patron assigned to the drawer as the Primary patron

-If the student was an Accompanying Patrons: Their name should be deleted as the Accompanying patron

At the end of the term return to the page and choose the '**Contents**' tab. Once the students have accounted for and cleaned the contents of the drawer, and you (the GSI) have inspected their drawer, click '**Return All Resources**'.

GSIs must complete the drawer return portion of this procedure by the final day of classes for their respective term.