

AV LOAN SERVICE NEW USER GUIDE

On your first visit to the AV loans page, after logging in via EASE, you will be presented with the form shown below.

Learning Spaces Technology Equipment Loan Service

Account Details

We have noticed that you do not have an account. We have some of your details; we just require a few more before you can continue.
Please complete the marked areas and click 'submit' at the bottom. **Enter your full name**

First Name * Middle Name Surname *

Student / Staff ID **Your ID and email will be entered automatically**

Email **Your ID and email will be entered automatically**

Your email has been auto-filled above

Phone Numbers **Enter a contact number**

Contact Number * Mobile Telephone

Enrollments

Course Year On Began Year **This section does not apply and can be ignored**

Terms & Conditions

The University of Edinburgh
Learning Spaces Technology
Terms & Conditions

Introduction:
All University staff and students may borrow audio visual equipment and accessories on a loan basis subject to the terms and conditions set out below.

Audio Visual equipment is expensive and in demand by many staff and students. In order to effectively and efficiently manage the loan of equipment and to ensure that all users have an equal opportunity to access the equipment they need, the University requires that users must agree to comply with these terms and conditions if they want to borrow such

You need to read the Terms & Conditions then check the box before you can proceed

Click here to see the T&Cs before accepting and clicking submit

Fill in your first and last name, with middle name if appropriate. Your email will be entered automatically and cannot be edited. Ignore the section on Enrolments.

The terms and conditions may be viewed by clicking on the referencing text and must be accepted by clicking on the toggle to the left before clicking Submit.

You will receive an email confirming that you have submitted your registration, followed by a further email once your account has been activated. On future logins you will be taken straight to the dashboard page, bypassing this form. See the full user guide for details.