

# Check-in Procedures

**LAB Check-in/Out**

Lab ID: LNGLAB - Date: Thursday 02/11/2010 15:05 PM

Enter Student ID

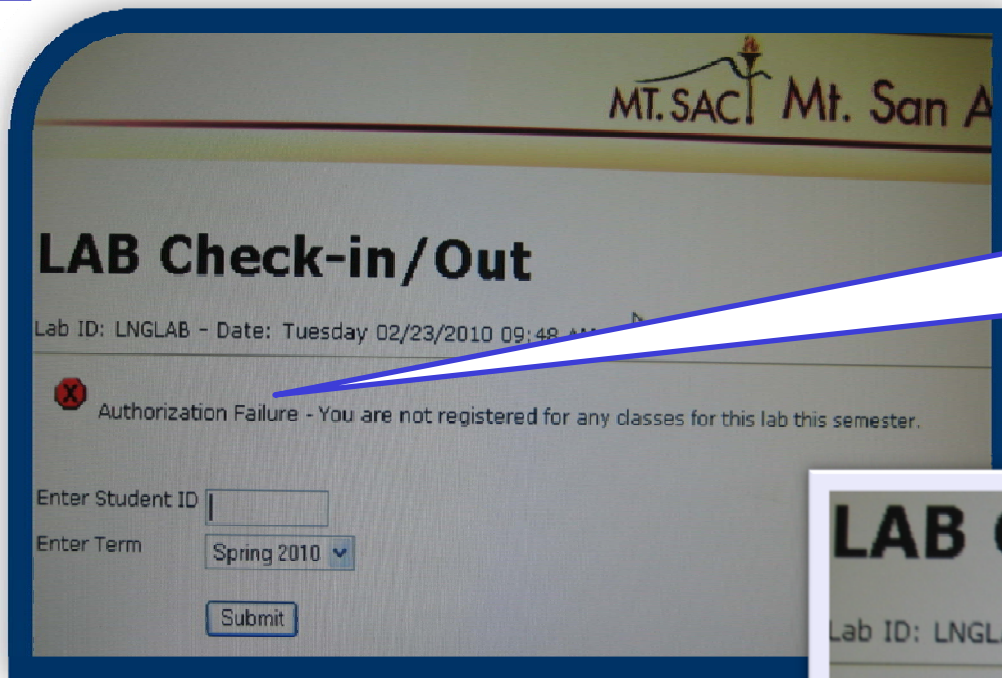
Enter Term

Have your Student ID Ready.  
If you don't have an ID, go to  
the Bursar's Office .  
(Bldg 9 A next to the Bookstore)

Swipe your ID,  
with the magnetic  
strip facing the  
green light




# Check-in Procedures



MT.SAC Mt. San A

## LAB Check-in/Out

Lab ID: LNLAB - Date: Tuesday 02/23/2010 09:48 AM

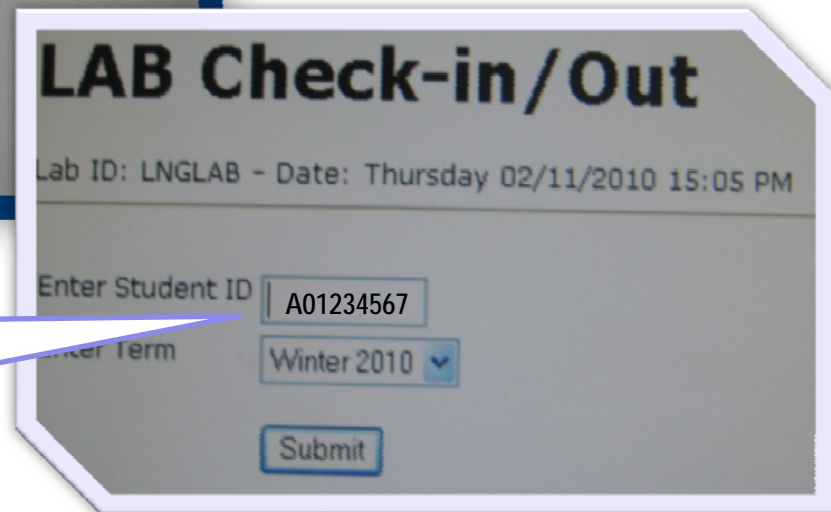
 Authorization Failure - You are not registered for any classes for this lab this semester.

Enter Student ID

Enter Term

If you are **NOT** Registered in the LLC LAB, you will get this message and will need to register

If you **ARE** registered, your student ID will appear.  
Press Enter



## LAB Check-in/Out

Lab ID: LNLAB - Date: Thursday 02/11/2010 15:05 PM

Enter Student ID

Enter Term

# Check-in Procedures

Use the arrow keys to find the – Language Skills Laboratory – Language Lab – for your class

MT. SAC Mt. Sac

## LAB Check-in/Out

Lab ID: LGLAB - Date: Tuesday 02/23/2010 09:58 AM

Welcome Michelle Obama

Select a CRN:

43629 - BS LANG1 - Language Skills Laboratory - Language Lab - French
43631 - BS LANG1 - Language Skills Laboratory - Language Lab - Italian
43632 - BS LANG1 - Language Skills Laboratory - Language Lab - Japanese

## LAB Check-in/Out

Lab ID: LGLAB - Date: Tuesday 02/23/2010 09:58 AM

Welcome Caridad Oppenstein

Select a CRN:

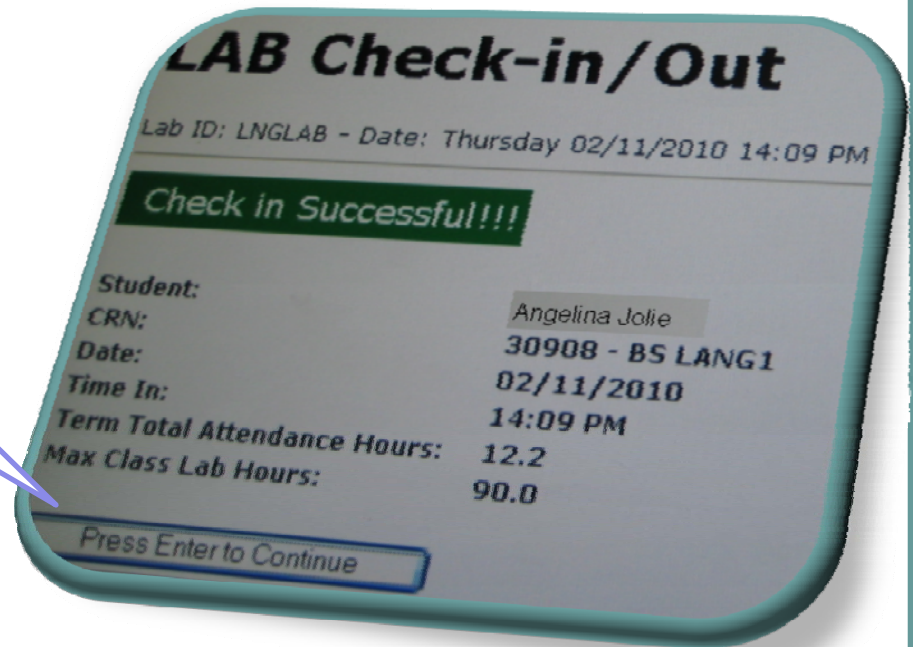
43629 - BS LANG1 - Language Skills Laboratory - Language Lab - French
43631 - BS LANG1 - Language Skills Laboratory - Language Lab - Italian
43632 - BS LANG1 - Language Skills Laboratory - Language Lab - Japanese

When you find it,  
Press Enter

# Check-in Procedures

You will see the  
Check in Successful  
screen.  
Press Enter to clear  
your information

Now, give your ID to the  
Staff in the Front Counter  
and wait to be assigned a  
computer



# Check-Out Procedures

Get your ID from the Front Desk by telling the computer number you used



Swipe your ID, with the magnetic strip facing the green light

You will be checked-out.  
You will see the hours  
you have done.  
Press Enter to Exit

Lab ID: LNGLAB - Date: Thursday 02/11/2010 16:21 PM

**Check Out Successful!!!**

Student:	Jolie, Angelina
CRN:	30908
Date:	02/11/2010
Time In:	16:21 PM
Time Out:	16:21 PM
This Session Attendance Hours:	0.0
Accural Lab Hours:	12.3
Max Class Lab Hours:	90.0

Press Enter to Continue

Total Hours

Today's