



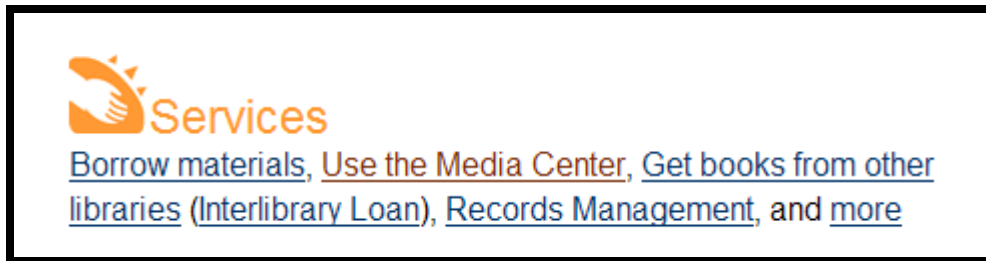
# SUBMITTING THE ONLINE EQUIPMENT LOAN WAIVER

In order to check out certain media equipment, including camcorders, cameras and laptops, you will need to fill out the Equipment Loan Waiver form. You will only need to fill it out once every semester.

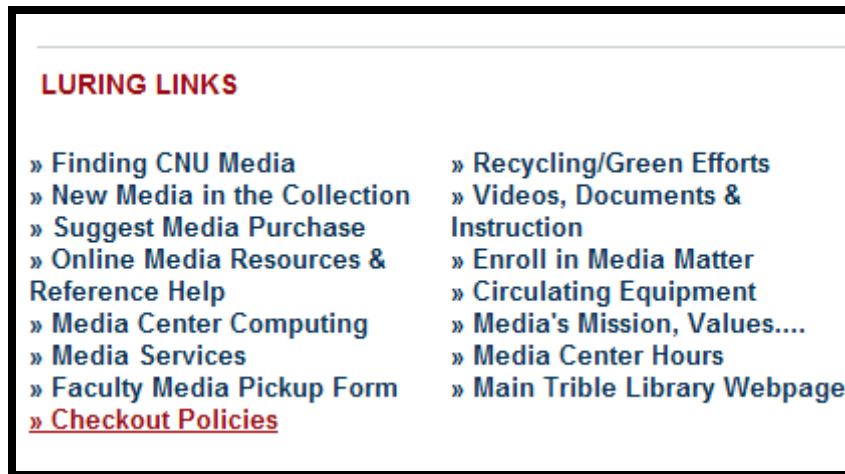
1. To find the Equipment Loan Waiver Form you must first open up a browser to the **CNU** webpage, ([www.cnu.edu](http://www.cnu.edu)) and click on the **Library** Tab.



2. Click on **Use the Media Center** found under Services.



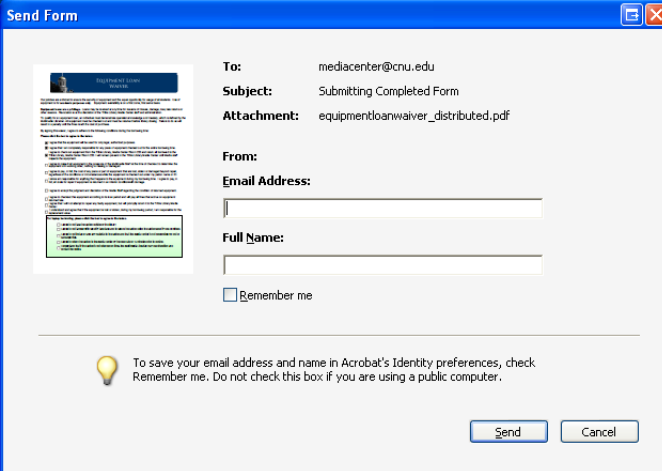
3. Next, locate the section called Luring Links and choose **Checkout Policies**.



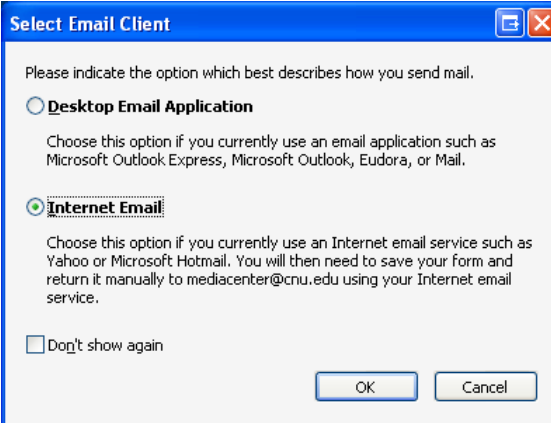
4. In the middle of this page there is an active link under Borrowing Procedures,

5. Complete the form. Next, click the **Submit Form** button in the upper-right corner.

6. Enter your Email Address and Full name and click **Send**.



7. In the next window, select **Internet Email** and click **OK**



8. Click **File** and **Save**, then save the file to locatable destination.

9. Navigate your web browser to <http://my.cnu.edu>

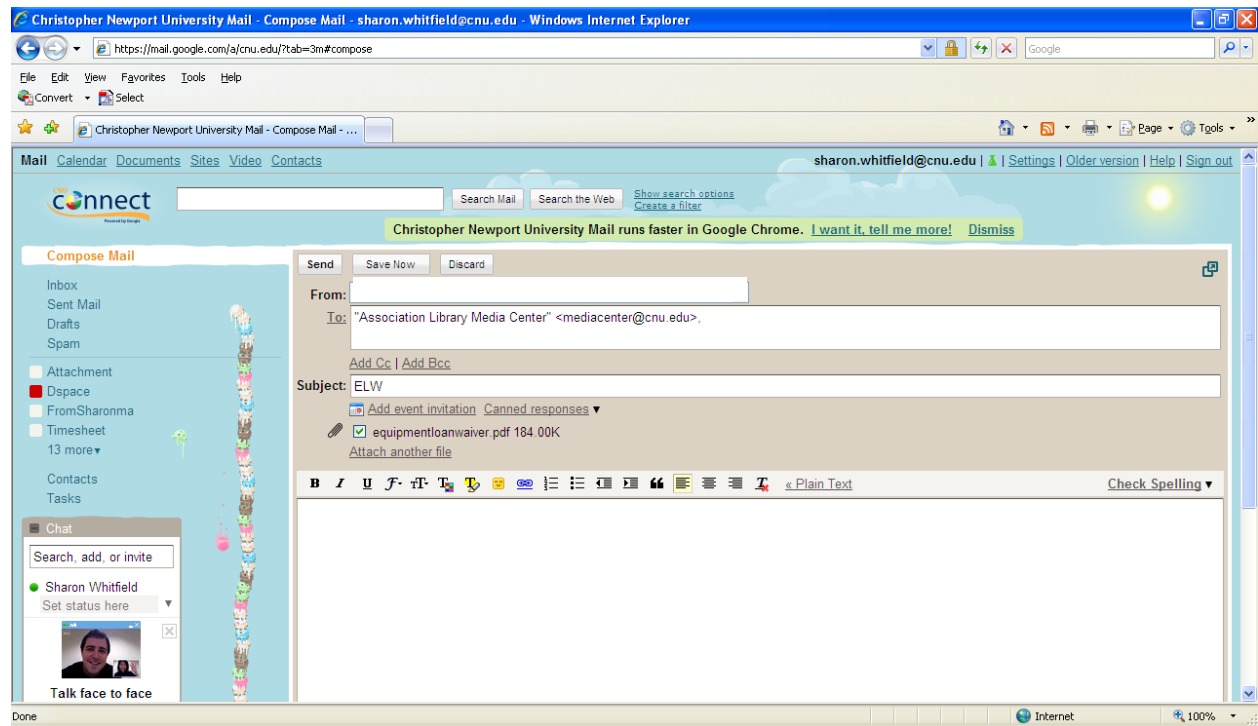
10. Login to CNU Connect.

11. Click **Mail**.

12. In the Google Mail window, click **Compose Mail**.

13. In the To field: type [mediacenter@cnu.edu](mailto:mediacenter@cnu.edu) . Type ELW in the Subject field.

14. Add the equipment loan waiver file by clicking **Attach a File**.



15. Locate the file and click **Open**.

16. Click the **Send** button.

17. The Multimedia Service Desk will now process the Equipment Loan Waiver form.