

# WELCOME TO THE MAC



# LOCATION

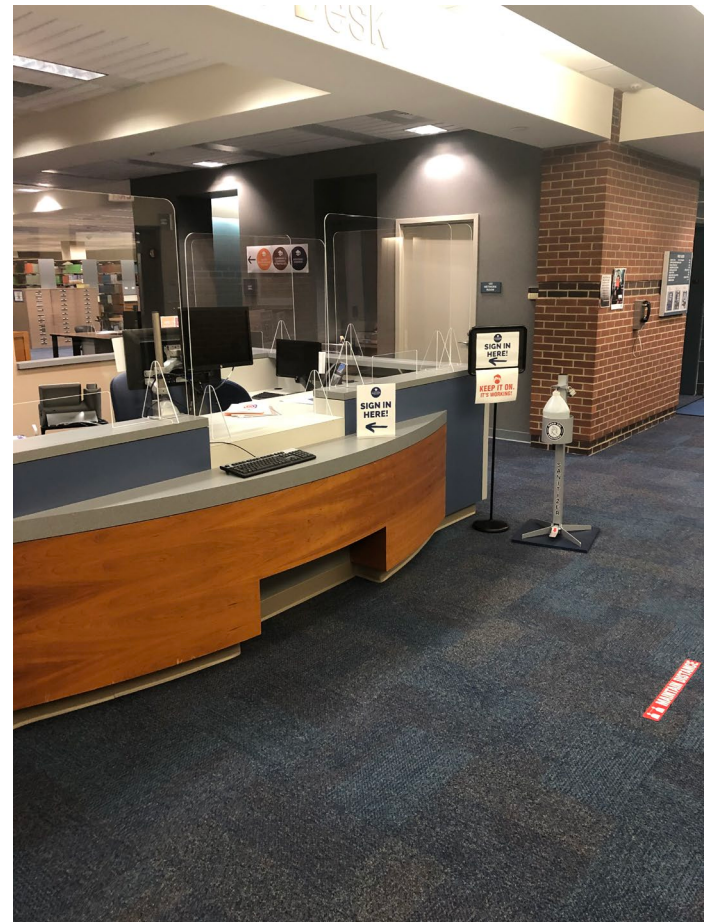


**We are located  
on the ground  
floor of the  
library – in the  
Academic  
Success Center**

# You are going to sign in **TWICE**

- **Sign in #1 – At the main desk in the Academic Success Center (ASC)**

*All students using  
the ASC sign in here  
– this is the first  
thing you will do on  
your MAC visit*



# You sign into the ASC using your Eastern ID number



## **WELCOME WARRIORS!**

*This is what  
the computer  
screen looks  
like*

Enter your student ID

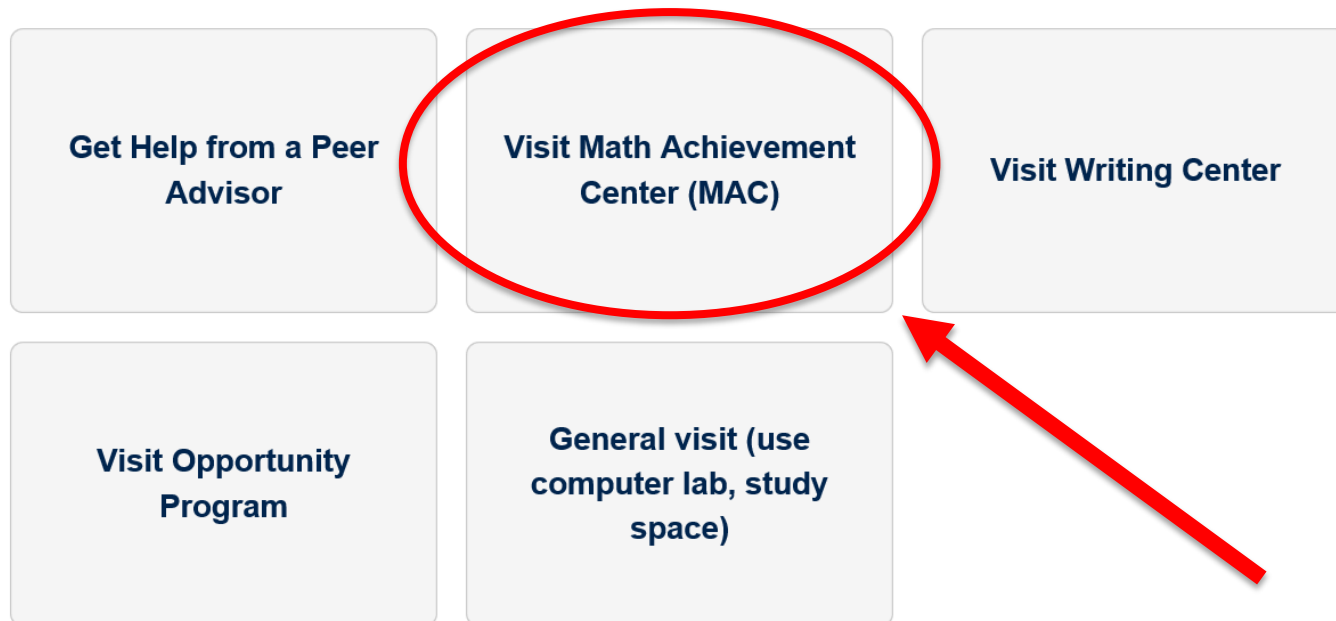
# The next page looks like this:

What are you here to do?



# Next page . . .

What are you here to do?



# And Finally . . .



Thanks for checking in!

*You will get a message thanking  
you for checking in*

*You do not need to check out on  
the ASC computer*

# Sign in #2 – the MAC computer



***This is how your  
hours are  
tracked. You  
MUST SIGN IN  
HERE TO RECEIVE  
CREDIT FOR  
YOUR HOURS!!***

Take a left after the ASC check-in desk  
and you can't miss us!

# The computer screen looks like this

**Log your MAC hours here!**



Enter your student ID.

**Remember to sign out to log your time!**

# Enter your Eastern ID number



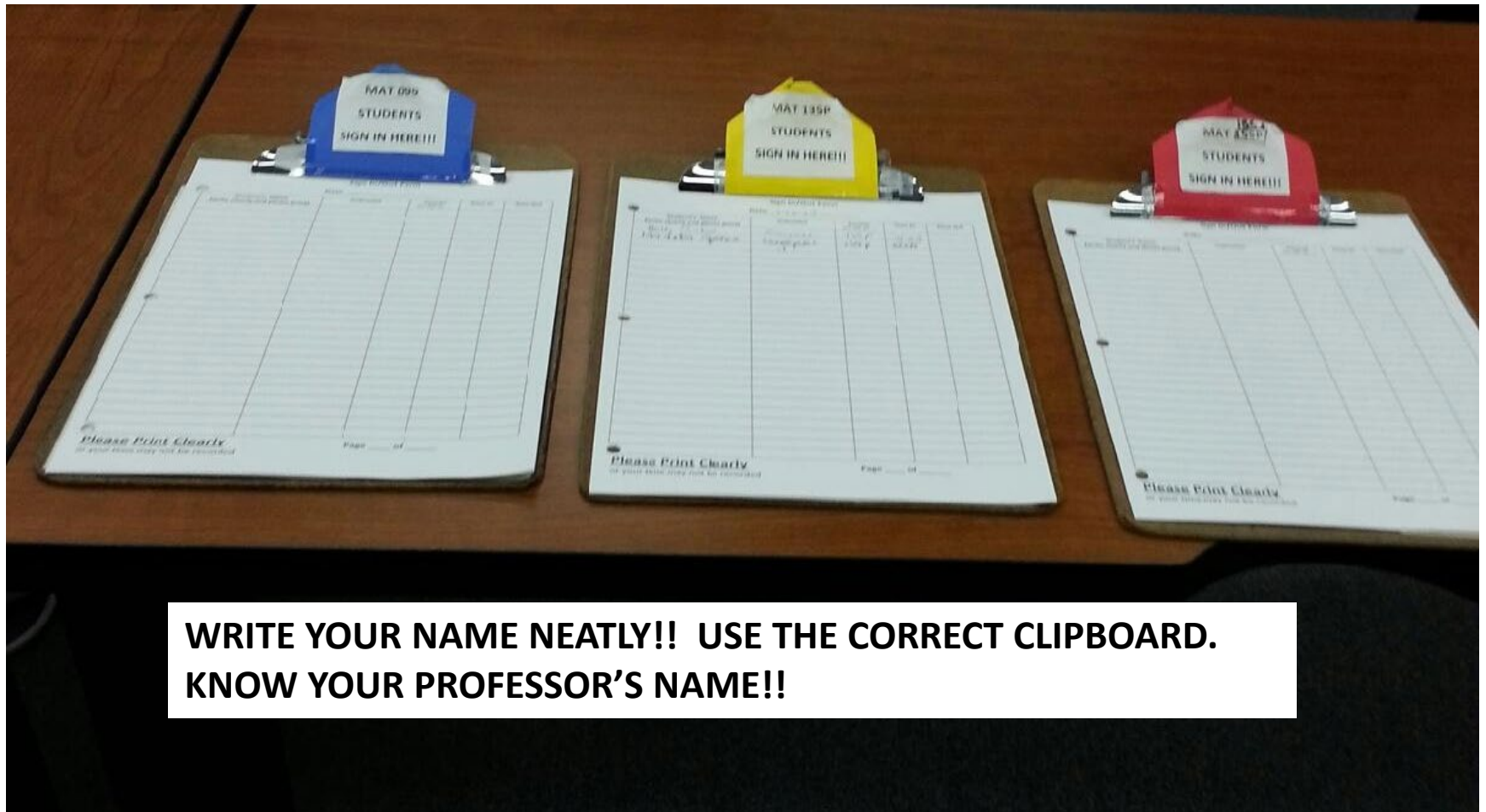
Thank you for checking in!

Don't forget - you must sign out to log your time!

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*You will then get a message thanking you for checking in. The computer is now tracking your time!!*

# IMPORTANT!! We have a backup!



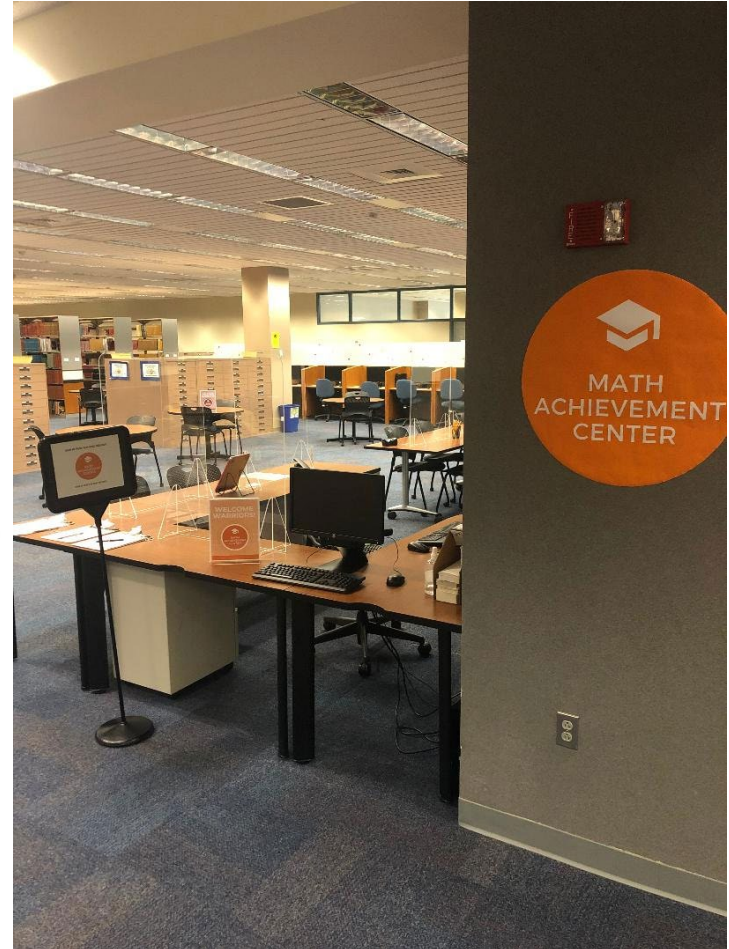
**WRITE YOUR NAME NEATLY!! USE THE CORRECT CLIPBOARD.  
KNOW YOUR PROFESSOR'S NAME!!**

# The clipboards are located at the MAC desk

**SIGN IN HERE!!**



*There is a separate clipboard  
for 099, 135P, and 155P*



# Working at the MAC



*There are lots of ways to earn your MAC hours!*

- ▶ Work with a tutor
- ▶ Study for a test
- ▶ Meet with a study group
- ▶ Do your homework
- ▶ Check out a textbook or a graphing calculator to use while in the MAC

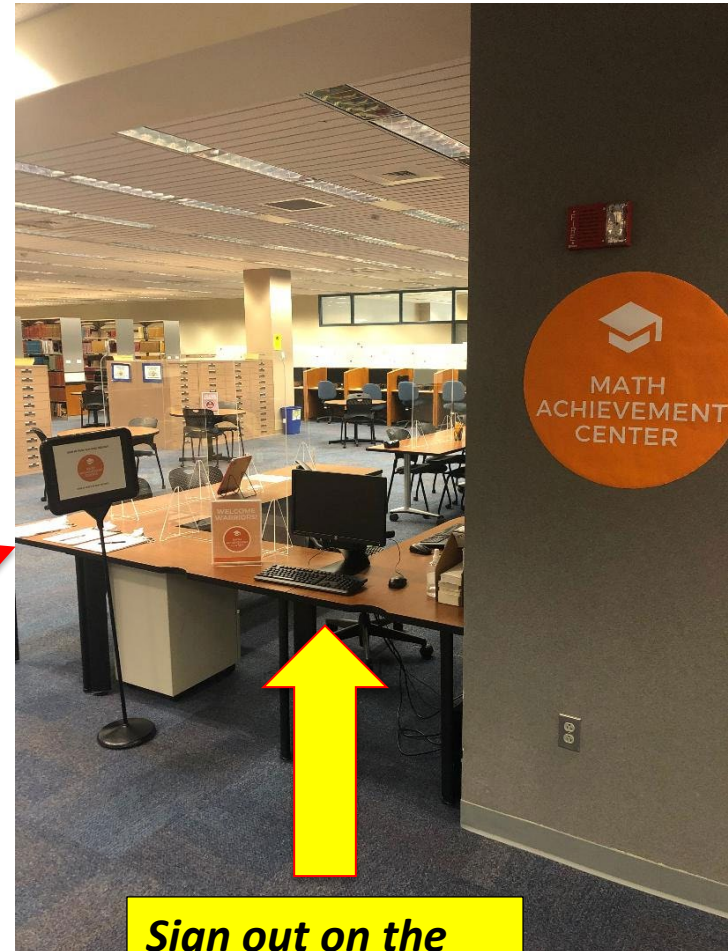
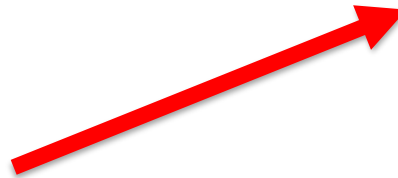
# When you leave the MAC,

## **YOU MUST SIGN OUT!!**

*You will sign out on the MAC computer and on the clipboards*

*If you do not sign out – **YOU WILL NOT RECEIVE CREDIT FOR YOUR HOURS!!***

**Sign out on the clipboard!**



**Sign out on the computer!!**

# If the computer fails, or loses data . . .

- It is **YOUR** responsibility to have signed in and out **EVERY TIME**.
- Contact Mrs. Dale ASAP if you believe your hours are wrong.
- DON'T FORGET TO SIGN OUT!