Transport Services

Tutorial for
Vehicle Booking System
1. Log in with your username

Enter your Username & Password

Welcome

This is the login page for The University of Sheffield MyPC and MyRooms/Resources booking services. Please enter your username and password in the empty fields above to continue.

Once logged in you can easily switch between the two services using the options in the top left corner.

MyPC

Bookable computers are located at the following sites:
- Information Commons
- Western Bank Library
- St Georges Library

MyRooms&Resources

The following Rooms and Resources are available, please click on the links below if you wish to find out any more information:
- Information Commons Group Rooms
- Western Bank Library Group Rooms
- IC Creative Media Production Room
- IC Creative Media Edit Suite
- Video Camcorder Kits
- Audio/Video Recorder Kits
- IC Laptop Loans
- British Library Minibuses (free monthly service to the British Library Document Supply Centre at Chester East)
Choose short / long hire from the dropdown Menu

Note: The “car hire” option will be available to you only if you are an authorised user.
3. Choose the Date & Time of Hire

Choose the date & time, when you want to book the vehicle

Shows the availability of all vehicles across different time
4. Select the time and vehicle

If you want to book the Toyota Prius, hover the cursor over the time and left click
Enter your University Username and wait for about 10 seconds, then click on your Username. Finally, choose the date & time.
You will notice that the vehicle is blocked across the time that you requested and this must be approved by the **Transport Services**, University of Sheffield.
You will receive an email on your University email account that the vehicle has been requested & another email after the Administrator has approved your request.
8. Keys will be ready for collection

After you receive the second Email Confirming the vehicle booking:

- Make sure you **print the form** before going to the reception. (available on the website)
- Arrive **15 minutes early** to collect the keys of the selected vehicle, perform the **vehicle inspection** and report any problems that you notice.
- Remember to **drive safely**.
Thank you

Always wear your seatbelt & drive responsibly