How to Make a Booking with SiSo

1. Log in to SiSo (lclark.siso.go) with your L&C Credentials.
2. Click on “Make Bookings”.

3. Enter the collection and return dates for the item(s).

4. Once you have selected the dates, click on “Search Assets”.

5. Click on “General Equipment” if you are a student. Faculty/Staff can also check out equipment under “Faculty/Staff Loaner Items”.
6. Search for your item by clicking on the appropriate equipment categories until you find your item.
7. If you hover over the information icon, you can see whether it’s available for checkout. If you click on it, you can get more information about the item.

8. To book the item(s), click “Book” on the right of the item’s box.
   a. If there are multiple items of the same make/model available, you will need to click “+” to add to your basket, and then click “Book”.

9. Under “Install Location”, select “IT Service Desk”

10. If the item(s) will be picked up by someone besides yourself, type that person’s name in the “Picked Up By” field.

11. Add your phone number.

12. Read the Terms and Agreements, and then click the toggle button to agree to them.

13. Click “Confirm” & you’re done!

14. If the item you wish to check out is unavailable, you can click on “Resolve” to choose alternative checkout dates and times.
   a. You can select a date from the “Suggested Times” or just change the collection and return dates manually.