How to check in the lab?
1. You must have student ID number in according to log in.
2. Click on Safari on the bottom of the monitor.
3. Type the website address:
   http://iasl.arc.losrios.edu/checkin
4. Type your student ID number and press enter.
5. The screen will show the steps below:
   **Step 1:** click which class you are using the lab for.
   *If you are in the lab during the Drop-In hours, click on Drop-In.
   *If you are in the lab during your class time, click on course.
   *If you are in the lab during your class time and have assignments to do, click on lab assignments.

   **Step 2:** Click the reason for using the lab.
   *If you are in the lab for quizzes/tests/assessments/or exams, click on assessment testing.
   *If you are in the lab for in-class activity, click on in-class activity.
   *If you are in the lab during your class time or Drop-in and have lab assignments, click on lab assignments.

   **Step 3:** Click to log in.

6. Click on the yellow button at the left upper corner.
7. Begin with the assignment/activity/assessment that your professor requested you to do.
8. If you need to use one of the software applications on the computer, go and view the tabs. Pick which application that you need assistance with. Read the instruction and follow it carefully.

**How to check out the lab?**

1. Before logging out the lab computer, make sure you save your work on your flash drive.
2. Go to bottom of the monitor and click on Check in/Check out procedure.
3. Type your student ID number and press enter.
4. Now you are logged out.
5. Go to “apple” symbol at the top left corner of screen and scroll down to “restart”.

***Please clean your desk area and push the chair back to the desk.

Thanks!