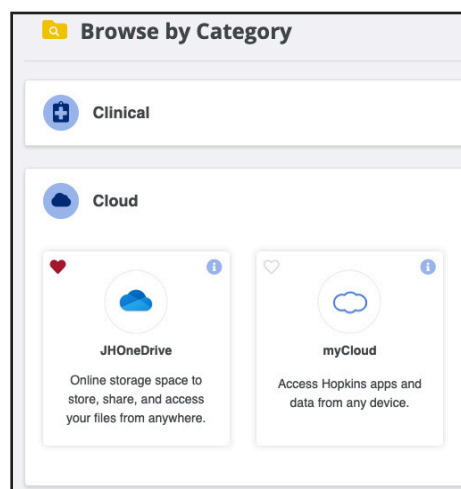


LibCal *and you!*

Adding Members and Auths

You need to do this when adding new members or finishing an equipment authorization.

First, you must download and open a session file to run a virtual Windows session in Citrix Viewer. That app is installed on the Front Desk computer.



1. Log into myJHU and select myCloud in the “Cloud” category.

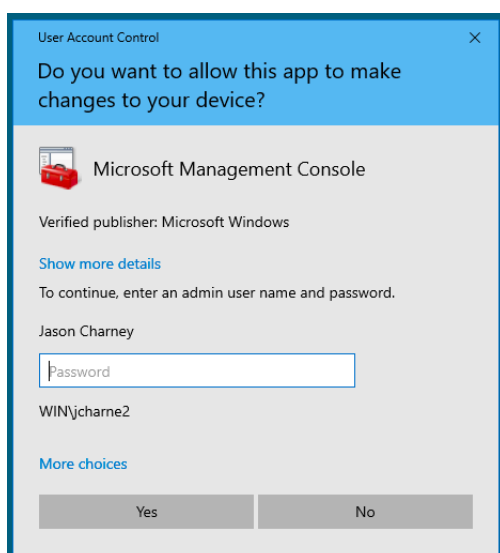


2. Click on the “Apps” tab at the top of the browser page



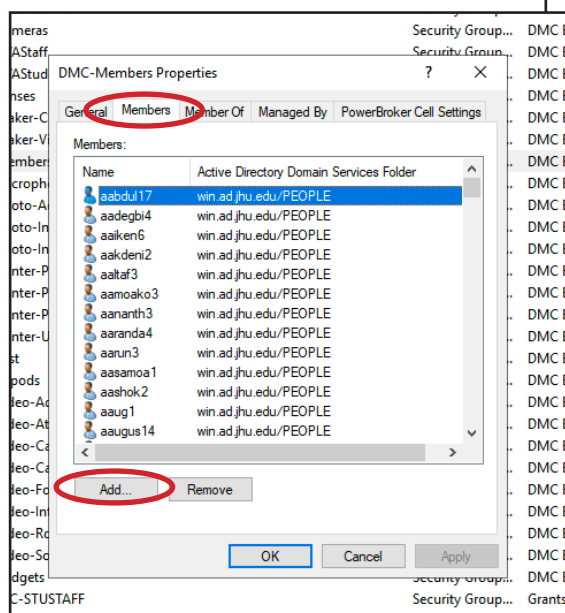
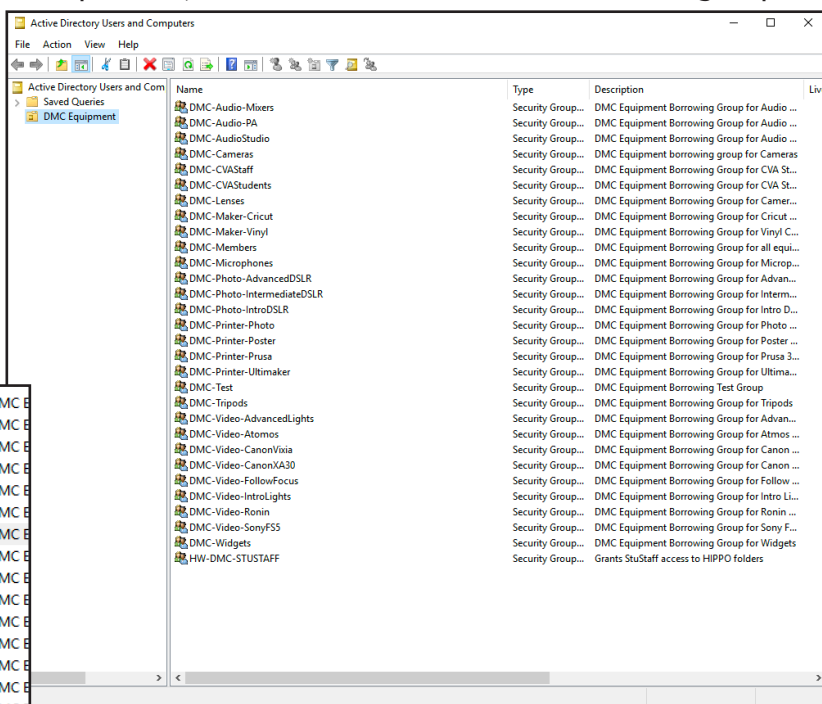
3. Click the “AD for DMC Equipment Approvers” link to download the session.

4. The file you download and open in Citrix should look something like this.



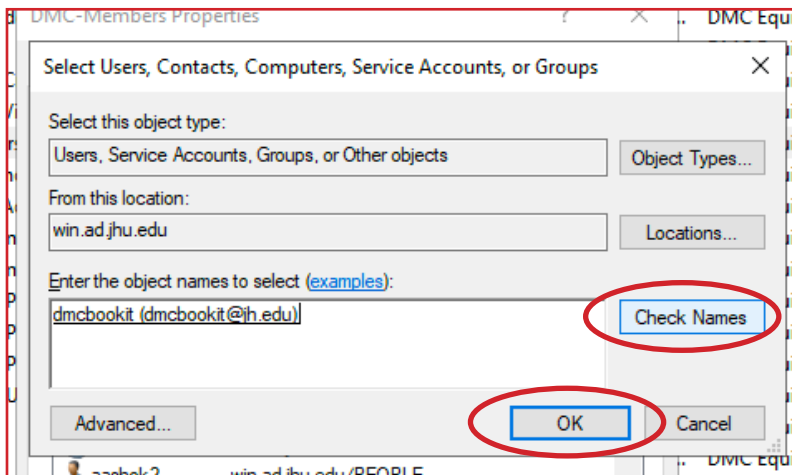
5. Enter your own password in the Windows popup when prompted.

6. Find the group you want from the list. “DMC-Members” is the one you will probably access most often. Double click the group to edit it.



7. Click the “Members” tab at the top of the Properties popup window and then “Add..”

LibCal *and you!* Adding Members and Auths (continued)



8. Enter their JHED (no @jh.edu) and then click “Check Names.” Their full email address should populate in the field. Click “OK.” Then click “OK” in the group Properties window.

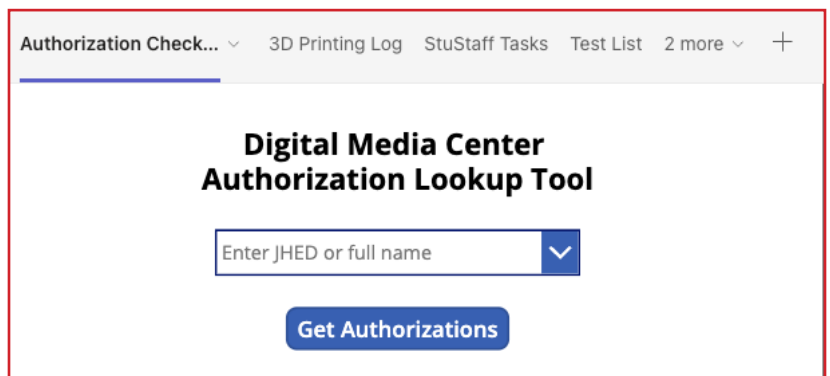
If a user is unsure about their status as a DMC Member or if they’ve been authorized on some equipment, they can use the tool on the BookIt home page to check. They will be prompted to log in.

[Click here to check your membership status](#)



(this user is a member but doesn’t have any other authorizations)

DMC Staff can check the authorization status of any JHED as well. In the DMC Stustaff Teams, click the “Authorization Check” tab pinned to the top of the Team.



Report any problems with the AD approver app or authorization look up tool to Pro Staff!