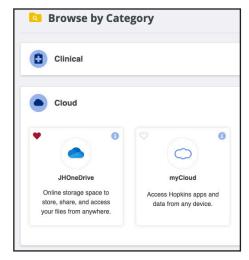
LibCal and you!

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.



File Action View Help

Active Directory Users and Co
Saved Queries
DMC Equipment

DMC

DMC

DMC

DMC DMC

DMC DMC

DMC

DMC

Grants

Security Group...

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.



A DMC-Audio-Mixer

A DMC-Cameras

₱ DMC-CVAStaff A DMC-CVASH DMC-CVAStudents
DMC-Lenses
DMC-Maker-Cricut 4. The file you download and open in Citrix should look something like this.

Description

DMC Equipment Borrowing Group for Audio ...
DMC Equipment Borrowing Group for Audio ...
DMC Equipment Borrowing Group for Audio ...

Security Group... DMC Equipment borrowing group for Cameras Security Group... DMC Equipment Borrowing Group for CVA St...

Security Group... DMC Equipment Borrowing Group for CVA St...

Security Group... DMC Equipment Borrowing Group for CVA St...

Security Group... DMC Equipment Borrowing Group for CA St...

Security Group... DMC Equipment Borrowing Group for Cricut ..

Security Group... Security Group... Security Group...



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-STUSTAFF

DMC-Members Properties

Active Directory Domain Services Folder

win.ad.jhu.edu/PEOPLE

win.ad.jhu.edu/PEOPLE

win.ad.jhu.edu/PEOPLE

win.ad.ihu.edu/PEOPLE

win.ad.jhu.edu/PEOPLE

win.ad.jhu.edu/PEOPLE

win.ad.jhu.edu/PEOPLE

win.ad.ihu.edu/PEOPLE

win.ad.ihu.edu/PEOPLE

win.ad.jhu.edu/PEOPLE

win.ad.jhu.edu/PEOPLE

win.ad.jhu.edu/PEOPLE

OK

Cancel

Members:

aadegbi4

🧸 aakdeni2

aaltaf3

🧸 aamoako3

aananth3

aaranda4

aanın3

👗 aasamoa 1

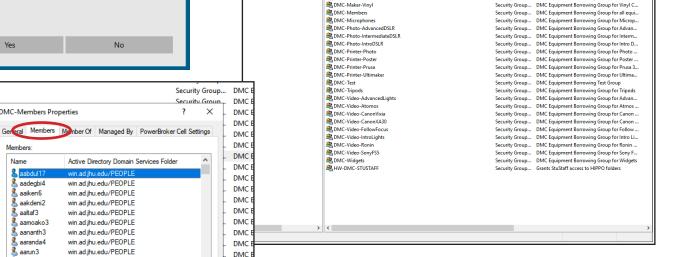
🔏 aashok2

aaug1

🤱 aaugus 14

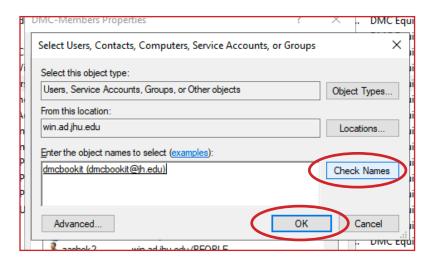
5. Enter your own password in the Windows popup when prompted.

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.

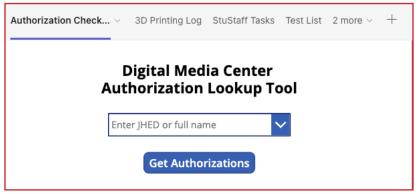
If a user is unsure about their status as a DMC Member or if they've been authorized on some equipment, they can use the tool on the BookIt home page to check. They will be prompted to log in.

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!