



# LabTech Borrowing Management System

## USER MANUAL AND GUIDE

Step-by-step guide for student of using the LabTech Borrowing  
Management System

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## 1. Create your account

### NOTE:

Access the link of <https://labtech-borrowing.ucc-calooocan.com/register> or <https://labtech-borrowing.ucc-calooocan.com/borrow-now>

- Select your role first whether you are a **Student, Professor, or Faculty**
- Fill up the following information, including:
  - **Student/ID Number**
  - **Contact Number (optional)**
  - **First Name, Middle Name (if you have), Last Name, Suffix (if you have)**
- Next, select your designated campus, whether **Main Campus, Congressional Extension Campus, Camarin Extension Campus, or Bagong Silang Extension Campus**
- Fill up your student information, including:
  - **Program**
  - **Year Level**
  - **Section**
- Next, enter your email
- Check the **Terms and Conditions**, and **Privacy Policy**

### NOTE:

Your password will be system-generated, it means, you will receive an email of your temporary password, and the account verification

10:15

University of Caloocan City  
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ACCOUNT REGISTRATION  
Create your account

Your temporary password will be sent to your email.

Personal University Confirmation

Student Professor Faculty

ID Number \* 12345678 Contact Number 09XXXXXXXX

First Name \* Middle Name

Last Name \* Suffix Jr., Sr., III

Back to login Continue

10:17

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ACCOUNT REGISTRATION  
Create your account

Your temporary password will be sent to your email.

Personal University Confirmation

Email Address \* your@email.com

A temporary password will be sent to this address.

After registration, check your inbox and spam folder. You will be asked to replace the temporary password after your first login.

☐ I have read and accept the [Terms and Conditions](#).

☐ I acknowledge the [Privacy Policy](#) and the processing of my information under the Data Privacy Act of 2012.

Previous Create Account

10:17

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ACCOUNT REGISTRATION  
Create your account

Your temporary password will be sent to your email.

Personal University Confirmation

Campus \* Select campus

Program \* BS Information Technology

Year Level \* Select Section \* Example: 4A

Previous Continue



## 2. Sign in to your account

### NOTE:

Access the link of <https://labtech-borrowing.ucc-calooacan.com/login> or <https://labtech-borrowing.ucc-calooacan.com/borrow-now>

- After the process of your registration, you will be directed to Sign in page
- Enter your **registered Email Address**, and your **system-generated temporary password** received to your email
- After signing in your account, you will be directing to the **Change Your Password** page, to immediately change your temporary password to your own password for more secure of your account
- After changing your password, you will be seeing the page of **Resend Verification Email**, it means, you need to verify your account thru to the received email
- On your email, check your **Inbox** or **Spam**, look for the title of **Verify Email Address**, named from **UCC LabTech Borrowing System**. Open that inbox and click **Verify Email Address** to verify and activate your account.

### NOTE:

After clicking the **Verify Email Address**, you will be directing to the Dashboard page of LabTech Borrowing Management System



### 3. Forgot Password Page

This will be the page for the users who forgot the password.

- On the Sign in Page, click the **Forgot Password?**
- On the **Forgot Password Page**, enter your registered email address to receive a link of resetting your password

### 4. Reset Password Page

- To access the **Reset Password Page**, open your email app to your device
- Check your **Inbox** or **Spam**, look for the title of **Reset Password Notification**, named from **UCC LabTech Borrowing System**. Open that inbox, click the **Reset Password** to access the **Reset Password Page**
- You will be seeing the **Reset Password Page**. With that, enter your **new password**, with the **confirmation of your new password**.
- Click the **Reset Password** to reset and process your new password

10:17

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Forgot your password? No problem. Just let us know your email address and we will email you a password reset link that will allow you to choose a new one.

Email

EMAIL PASSWORD RESET LINK

10:24  
Gmail

University of Caloocan City  
LabTech Borrowing Management System

Email

Password

Confirm Password

RESET PASSWORD

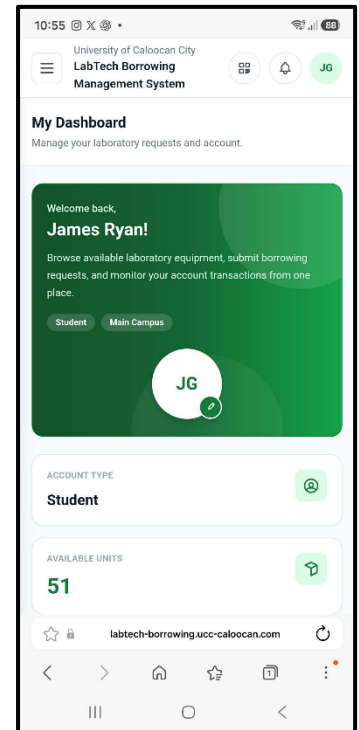
AA | ch-borrowing.ucc-calooacan.com



## 5. Dashboard page

This will be the main page of Borrowing System when you signed in your account

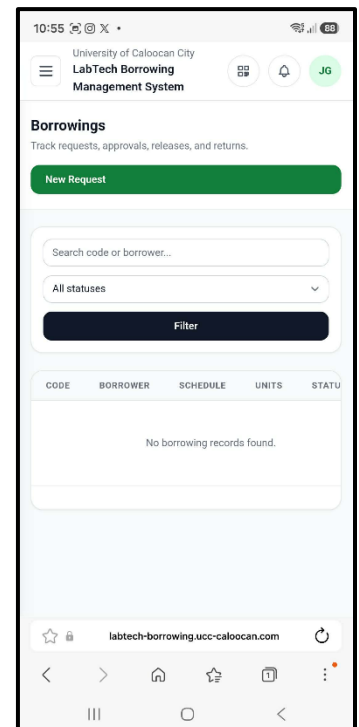
- On the Dashboard page, you will be seeing the analytics of **Available Units**, **Equipment Types**, your **Account Type** and **Account Status**
- There are a **Quick Actions** to proceed to the page of **Borrowing**, **Inventory**, and **Reservation Calendar**. Including the **Manage Profile**.
- You will be seeing the **Recently Added Equipment** of LabTech, you will know what items from LabTech you can borrow if its **Available**, or **Borrowed**



## 6. Requesting of borrowing an items

This will be the step-by-step process of borrowing an item from LabTech

- On your screen, click the **hamburger icon** ( $\equiv$ ) on the top left of the screen
- After clicking the **hamburger icon**, the sidebar will appear on your screen, click the **Borrowings** to proceed to the page of borrowing
- On the **Borrowings** page, you will see the records of the borrowers
- Click the **New Request** to process the item you want to borrow at the LabTech





## 6.1 Requesting of borrowing an items

- On the **New Borrowing Request** page, fill up the following details, including:
  - **Purpose** – reason for why you are borrowing one of the item/s
  - **Borrow date and time** – enter the date and time today
  - **Expected return** – enter the date today and the expected return time of the borrowed item
  - **Additional notes**
- On the section of **Select Equipment Units**, this will be the lists of available items at the LabTech, use the search bar for easier find of item you want to borrow
- Check the item you want to borrow
- Click the **Submit Request** to process your borrow item/s

### NOTE:

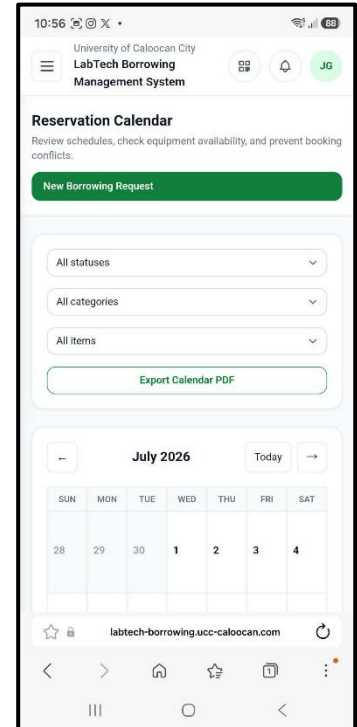
After submitting your request, you will be seeing the result of your borrowing request, you will see the **Status** of your request, whether **Approved**, **Borrowed**, and **Returned**



## 7. Reservation Calendar

This will be the page for the reserved item/s seeing on the calendar page

- On the **Reservation Calendar** page, you will see the calendar section of what item/s are reserved or borrowed on the calendar



## 8. My Profile

This will be your profile information page of your account

- You can add your **profile picture**
- On the **University Information** section, you will see your own **University Information**
- On the **Personal Information** section, you will be able to change your **Name**, **Email Address**, and your **Contact Number** (optional)
- On the **Update Password** section, you will be able to change **current password**
- On the **Delete Account** section, you will be able to delete your account

### NOTE:

On the **Delete Account**, the deletion will be permanent.

