WebCheckout Quick Guide

Academic Technologies offers a vast array of equipment for loan to GW instructors teaching in AT-supported spaces on the Foggy Bottom campus.

Follow these simple steps to create or modify an equipment reservation:

Create a New Reservation

2. Log in using your GW NetID and Password.
3. Select a location for your equipment pick-up.
4. Enter your “Reservation Information”. Reservation times and CRN (Course Registration Number) are required fields.
5. Click on “Add Resources” to go to the equipment selection page.
6. Click on an equipment from the “Resource Type List” to see a picture and description of the equipment.

7. To select an equipment, click “Reserve one of this type”. To add more equipment, repeat steps 6 and 7.

8. When you are finished selecting your equipment, review your “Reservation Information” and click the “Confirm” button.

9. Your reservation will be ready for you to pick up at selected location.
Modify an Existing Reservation

1. Visit [webcheckout.acadtech.gwu.edu](http://webcheckout.acadtech.gwu.edu).
2. Log in using your GW NetID and Password and select the location of your existing reservation.
3. Click on the reservation you would like to modify.
4. Modify your reservation times or equipment selection.
5. Click the “Confirm” button to save the modified reservation.
6. Click the “Delete” button to cancel your reservation.
Helpful Tips

- After setting your reservation time, you will not be able to click the “Confirm” button until you add resources to the reservation and edit any errors that may have occurred.
- Upon completing and confirming your reservation, it will not appear in “View Other Reservations” until you log out and log back in.
- To modify your pick-up location, you must log out, re-enter your GW NetID and password, and select the new location for equipment pick-up. (Repeat Steps 1-3.)
- If you have multiple reservations with different pick-up locations, you will have to log in separately to each location in order to view them.

Questions and Support

If you need assistance or have any questions about using the WebCheckout system, please contact our Solutions Center at (202) 994-7900 or acadtech@gwu.edu.