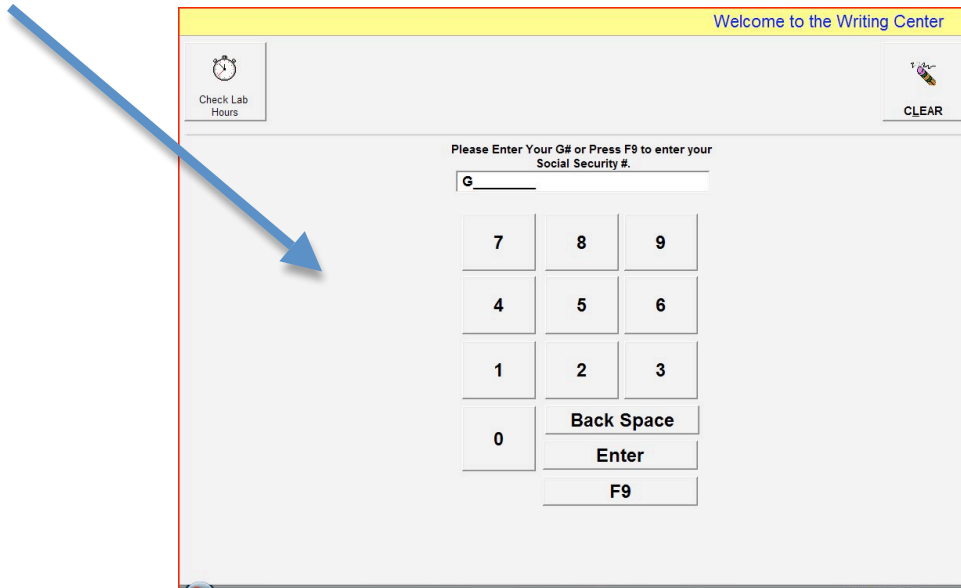


## Directions for Checking In and Out of the Writing Center

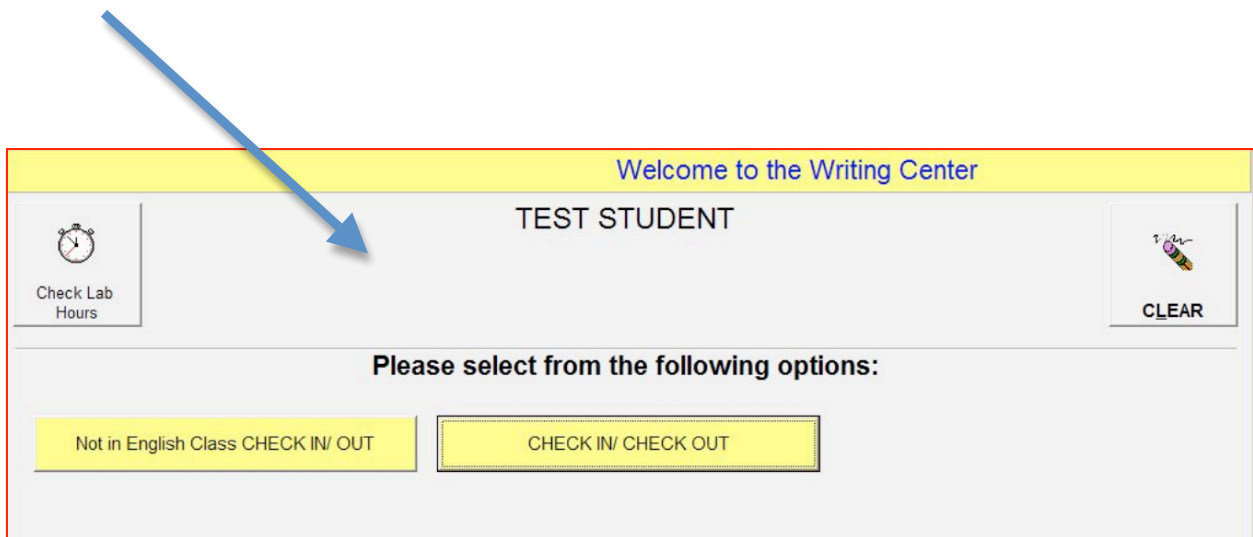
When you come to the Writing Center or English 800 Lab you will need to [CHECK IN/ OUT]. To do this, follow the three steps shown below.

**Step 1:** Enter your G number (without the G).



The screenshot shows a web interface titled "Welcome to the Writing Center". On the left is a "Check Lab Hours" button with an alarm clock icon. On the right is a "CLEAR" button with a pencil icon. The main area contains the text "Please Enter Your G# or Press F9 to enter your Social Security #." Below this is a text input field with "G" and a cursor. To the right of the input field is a numeric keypad with buttons for digits 0-9, "Back Space", "Enter", and "F9". A blue arrow points from the top-left towards the input field.

**Step 2:** If you are enrolled in an English class, please click [CHECK IN/ OUT]. If you are not enrolled in an English class and are here for drop-in hours; please click [Not in English Class CHECK IN/OUT].



The screenshot shows the same "Welcome to the Writing Center" interface. The title bar is yellow and says "Welcome to the Writing Center". Below it, the text "TEST STUDENT" is centered. On the left is the "Check Lab Hours" button, and on the right is the "CLEAR" button. Below the text "Please select from the following options:" are two buttons: "Not in English Class CHECK IN/ OUT" and "CHECK IN/ CHECK OUT". A blue arrow points from the top-left towards the "CHECK IN/ CHECK OUT" button.

**Step 3:** Before you leave the center, please be sure to check out. To do so, type your G number (without the G). Once you have finished typing your G number, you will automatically be checked out of the Writing Center and English 800 Lab.

