Register a new user

From the Janet Videoconferencing Booking service (JVCS), select the Booking Service link -

Please take time to read the details about our privacy policy and the Data Protection Act

Before you can log on, you must register to use the service.

Please select the **No** option to confirm that you are not a user and click **Next**.

Enter the email address of the person wishing to login to use the booking service into the **Email Address**. Note that the email address must have a valid DNS registerd domain.

Enter the full name of the user that you are registering into the **Full Name** box.

Enter the job title of the user that you are registering into the **Job Title** box.

Enter the phone number of the user that you are registering into the **Phone Number** box.

Enter the fax number of the user that you are registering into the **Fax Number** box.

Click **Next**

You and your videoconferencing endpoint will belong to an organisation. If you are in the HE/FE Research sector, this will be your institution. If you are in the schools sector, this will be your RBC or Authority.

If you do not see your organisation in the list, you may either search for an organisation, or add a new organisation. You can type in the name into the box, and the click the **Find** button to search for the organisation. You can sort the found organisations by name or by description. Now highlight the organisation you require and click the **Select Organisation**.

If you select **Add New Organisation**, you will need to enter the organisation's details into the Booking System. Enter your organisation's name and description. The name must be a valid domain name registered in the DNS. Select a region if you are in the schools sector.

The select **Add New Venue** and complete the form. Select the sector to which the venue belongs. Fill on you domain, studio name, location, phone and postcode. The name must be a valid domain name registered in the DNS. Choose the country that you are in and also select the default connection type - either IP or ISDN - and click the next button.

Next you will need to fill in the CODEC details . Enter the ful description and location of the venue that you are registering. Enter the E.164 address for the IP interface or the ISDN number for the ISDN interface. Enter the default rate for the interface. For IP, this is likely to be between 128k to 1920k. For ISDN, pease enter one of the following: 2B / 4B / 6B / 2B_bonding / 4B_bonding / 6B_bonding and click next.

The next page will allow you to review your details. If these are all correct, please click **Submit Registration**. If you need to correct some of these, please click the **Previous** button.

Your request will need to be authorised by the administrator at your home venue. Then you will be sent an email confirming your registration and you can log into the JVCS site.