

Register new user

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To register as a new user, go to the Janet videoconferencing booking service home page at www.ja.net/bookvc [1]

As shown in the screenshot above, select **New users register here**

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Public Sector

- ☐ Public Sector - Organisations such as local and metropolitan authorities
- ☐ NHS - NHS

Other Organisations

- ☐ Commercial - Licensed private organisations
- ☐ Other - Organisations such as professional bodies, learned societies

[Cancel Registration](#) [Next >>](#)

Enter your details as shown on the form above. Choose a sector that you work or study in. If you are in any doubt as to which sector you should use, please contact the support team on 0131 650 4933.

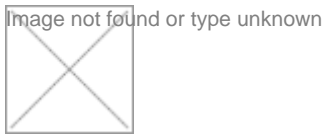
Whilst completing the form you will have the option to 'save the incomplete registration for later'. This appears on the right side of the booking page - not shown above.

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In step 2 of 3, you can either select your organisation from the existing list of registered organisations or you can register a new organisation.

Screenshot below highlights 'Register a new organisation' option. Select this if you cannot find your own organisation in the list displayed.



If your organisation has no dedicated videoconferencing equipment you can register as a Janet Desktop user.

If you have access to equipment, you can tick both boxes to show that you can use room equipment and use Janet Desktop. If you have equipment and it is registered, you can select it from the list displayed for your organisation.

Click on 'Check and Submit' at the bottom of the page to submit your registration. You should see the screenshot below.

janet Videoconferencing Booking S

Registration for the JANET Videoconference Service

Your registration request has been submitted

Your registration request has been submitted and is awaiting authorisation from the venue administrator.

A temporary password will be emailed to you once your request has been processed.

If this takes longer than 2 working days please contact JANET Videoconferencing on the details above.

[Home](#)

Source URL: <https://community.jisc.ac.uk/library/janet-services-documentation/register-new-user>

Links

[1] <http://www.ja.net/bookvc>