

REMC2 North • Media Center

Web/Max Quick Start Guide

CONNECTING EDUCATORS AND RESOURCES

Web/Max

Quick Start Guide

Interested in getting started with Web/Max? Here are the easy to follow steps to get you started.

1. Open Internet Explorer
2. Type www.charemisd.org in the address bar
3. Click on the "Media Center" link on the left hand side of the page
4. Scroll to the bottom of the page and click on the Web/Max icon
5. Type your user number and password in the corresponding boxes

User Number: _____

Password: _____

6. Press the Enter key or click the Submit button
7. You can search for a video by entering the title or keyword
8. You can choose a specific media type or grade level to narrow your search
9. When you find the materials that you would like to book, click in the select box and click on "Order Form" at the top right hand corner of the page
10. If the Order page contains the correct information, click on "Next"
11. Click on "Click Here to Finish" if the information on the confirmation page is correct
12. Print the confirmation page when finished
13. Click on the Close tab at the top right hand corner of the page when you have finished

If you do not have a Web/Max on-line booking system user number and password, please see your school's librarian (or Media Center staff) to obtain one.

