

ASCY RESOURCES ONLINE *USER GUIDE*



**PROFESSIONAL
LEARNING &
RESOURCES**
Hamilton, Haldimand Norfolk

ASCY

**Affiliated Services
for Children & Youth**

WELCOME

We've created this guide to assist you in navigating ASCY Resources Online, hosted on the *MyTurn* Platform, as easily as possible!



What is MyTurn?

MyTurn is a cloud based platform developed to manage and facilitate access to materials and services. Users can reserve or request items, renew borrowed materials, and manage their account online. *MyTurn* is a convenient tool for both users and staff to efficiently navigate and utilize professional resources.

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- General assistance email
- Hamilton contact info
- Haldimand Norfolk contact info

Getting Set Up

How to Access ASCY Resources Online

There are two ways to access ASCY Resources Online:

1. Directly from your browser at <https://ascy.myturn.com>
2. Or by visiting ascy.ca and following the ASCY Resources Online link found under the Professional Resource Library/Centre menu

Click on link or paste URL directly into browser's address bar

Click "Create Account" to register or click "Login " if you already have an account.

ASCY Resources Online

Create Account Log In



Hamilton
ASCY Professional Resource Library
526 Upper Paradise Road, Hamilton



Haldimand Norfolk
ASCY Professional Resource Centre
28 King Street West, Hagersville



Registering for an Account

To register for an ASCY Resources Online account:

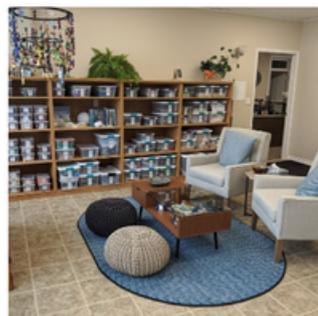
1. Click on "Create Account" in the top right corner of the Resource Library screen.

ASCY Resources Online

Create Account Log In



Hamilton
ASCY Professional Resource Library
526 Upper Paradise Road, Hamilton



Haldimand Norfolk
ASCY Professional Resource Centre
28 King Street West, Hagersville



Getting Set Up

Registering for an Account - Continued

2. When the registration screen opens, enter your information then click "Submit".

ASCY Resources Online

Sign Up

Enter your personal details below:

First Name

Last Name

Organization

Email

Enter your account details below:

Username

.....

Re-type Your Password

Address

City

Country

Canada

Province

Postal Code

Phone

We want to keep you in the loop! Opt-in below to receive emails from ASCY. You can unsubscribe at any time.

I would like all commercial electronic communication

Only send me emails regarding free events and other information

I do not wish to receive any electronic communications

Cancel

SUBMIT

ALREADY HAVE AN ACCOUNT?

FORGOT YOUR PASSWORD?

Powered By

MY TURN

3. After submitting your membership request, you'll be directed to your Account page. Before proceeding further, it's essential to confirm your email address. Simply check your email and follow the provided instructions to confirm.

Once your email confirmation is complete, our team will promptly review and verify your application. Upon approval, you'll receive a membership transaction receipt.

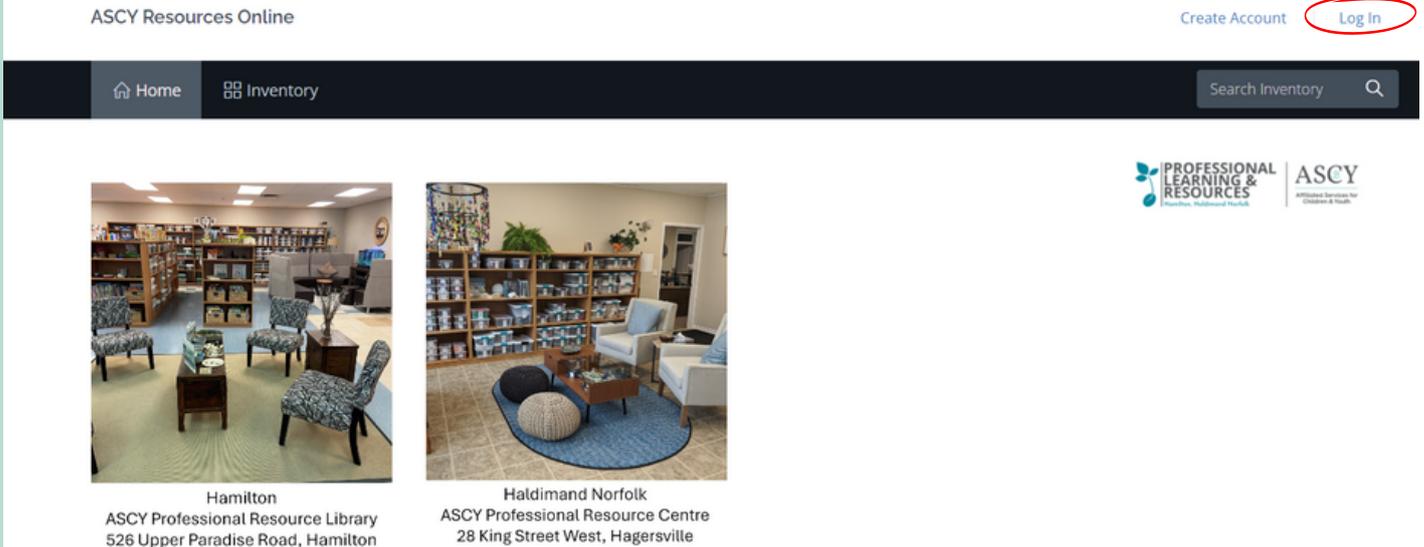
You are now all set to browse and borrow resources!



Getting Set Up

Logging In to Your Account

1. Click on "Log In" in the top right corner of the Resource Library screen.



2. When the login screen opens, enter your account information.

ASCY Resources Online

Sign In

Username or Email Address

.....

LOGIN Remember [Forgot Password?](#)

CREATE AN ACCOUNT

BACK

Click **LOGIN** >

< Enter your username **OR** email address

< Enter your password

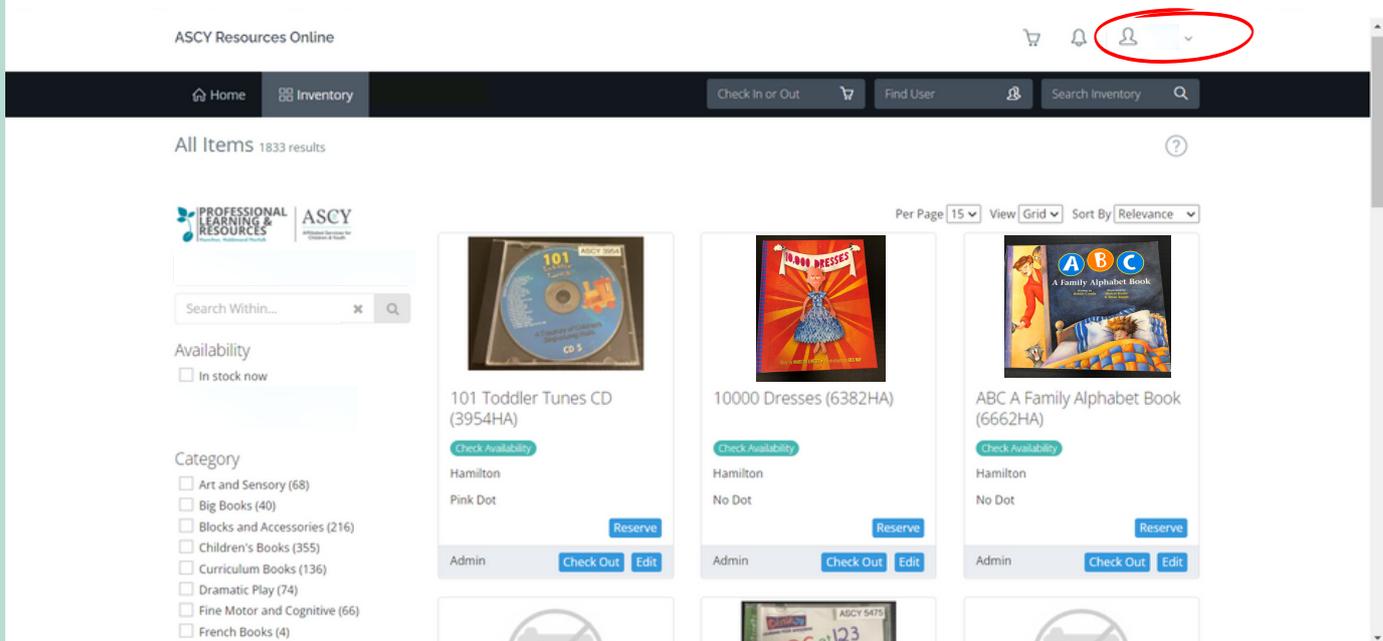


ASCY Online resources will NOT be visible until you log in!

Navigating the Platform

Accessing the Resources

1. If you are successfully logged in, your name will appear in the upper right corner beside the person icon.



2. Search by category or use the search field to look for something specific

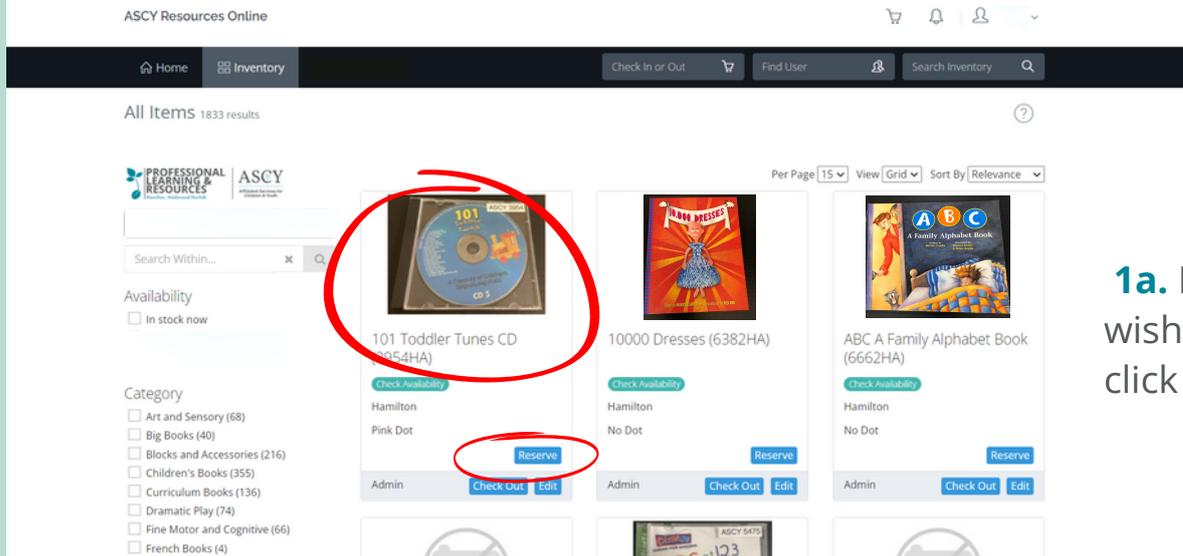
- Category
- Art and Sensory (68)
 - Big Books (40)
 - Blocks and Accessories (216)
 - Children's Books (355)
 - Curriculum Books (136)
 - Dramatic Play (74)
 - Fine Motor and Cognitive (66)
 - French Books (4)
 - Gross Motor (34)
 - Inclusion Books (55)
 - Leadership Books (56)
 - Loose Parts (249)
 - Music and Movement (65)
 - PL to Go (51)
 - Programming Books (30)
 - Puppets (12)
 - Resource Bins (77)
 - School Age (95)
 - Science (60)
 - Story Invitations (73)
 - Studio Materials (17)



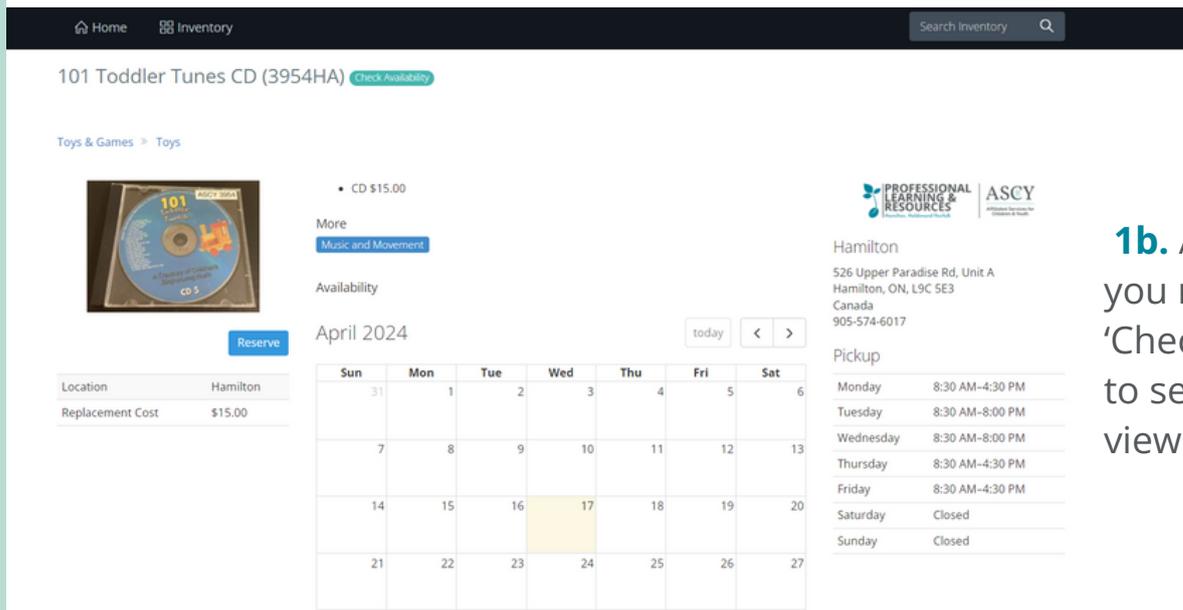
Navigating the Platform

Reserving items

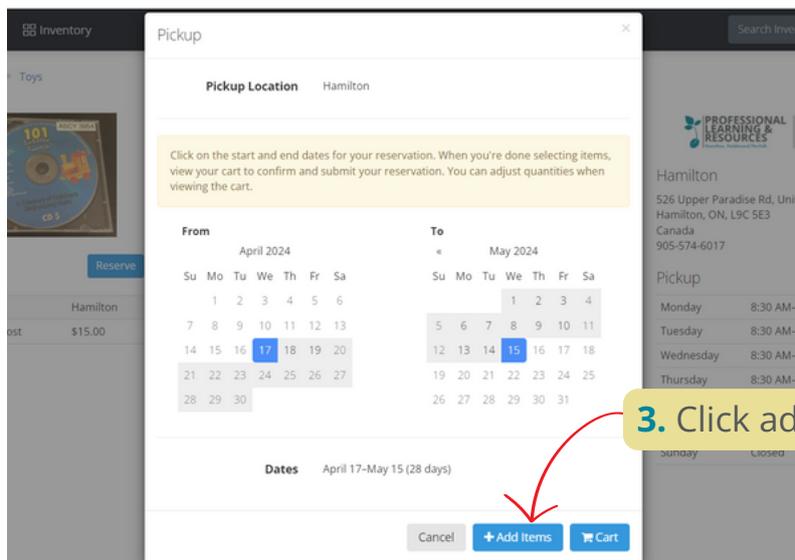
To create a reservation:



1a. Find the item you wish to borrow and click 'Reserve'.



1b. Alternatively you may click 'Check Availability' to see a calendar view of the current.



2. Select a date for pick-up (up to 3 days in advance).

When you select the day it will automatically select a return date 28 days later.

3. Click add items

Navigating the Platform

Reserving items - Continued

The cart in the top right will now have a number.

ASCY Resources Online

Home Inventory Search Inventory

All Items 1833 results

PROFESSIONAL LEARNING & RESOURCES ASCY

Select available items, then go to the cart to reserve

Apr 17, 2024–May 15, 2024 Hamilton Change Cart

Building reservation

- Cart
- Cancel Reservation
- Apr 17, 2024 → May 15, 2024 at Hamilton edit
- 101 Toddler Tunes CD

Search Within...

Per Page 15 View Grid Sort By Relevance

Availability

- In stock now
- In stock during reservation dates

Category

- Art and Sensory (68)
- Big Books (40)
- Blocks and Accessories (216)
- Children's Books (355)
- Curriculum Books (136)
- Dramatic Play (74)
- Fine Motor and Cognitive (66)
- French Books (4)
- Gross Motor (34)

library/api/reservation/cart/670011?layout=public

3. Click 'Cart'.

Membership type limits check outs to a maximum of 10 items

Dates Apr 17, 2024–May 15, 2024 Change Date(s)

Pickup

Pickup Location

Hamilton
526 Upper Paradise Rd, Unit A
Hamilton, ON, L9C 5E3
Canada

Name	Requested	
101 Toddler Tunes CD	1	Remove

Total Items 1

Notes or requests about this reservation:

Add Items Submit Reservation Cancel Reservation

4. Add items if you wish, and repeat the steps, or Click 'Submit Reservation'.

5. You will receive an email that your request was submitted.

6. Wait until the second email that confirms your item(s) are ready for pickup.

Contact Us

For questions or assistance, please contact us!



 resourcesonline@ascy.ca

 **ASCY Hamilton Professional Resource Library**
526 Upper Paradise Road, Unit A
Hamilton, ON L9C 5E3

 905-574-6017

 **ASCY Haldimand Norfolk Professional Resource Centre**
28 King Street
Hagersville, ON N0A 1H0

 289-524-007

 See our website for current library hours at ascy.ca