

# ECE Professional Resource Centre

## User Guide



LOGIN

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# About Strive

**Strive** is a collaborative group of Child Care & Early Years Practitioners who support learning and development in order to enhance quality practice.

Since 2014, Strive has been meeting to discuss and consider how to enhance a collaborative approach to quality child care and professional learning across all early years and child care programs. Our community is interested in a process that supports **reflection** and **sustainable evolution** rather than a prescribed method to measure.

## Vision

We are a community that works collaboratively to promote and build our professional capacity to provide high quality early years, school age, and family support programs and services.

## Purpose

To identify & establish linkages within the Child Care and Early Years community that support and build upon the expertise of Early Years Practitioners and enhance the quality of the services they provide.

## Objective

To provide continuous, accessible professional learning opportunities and resources for early years professionals as a means to learn through collaborative inquiry, and to reflect on practice.



@striveswo | [www.striveswo.ca](http://www.striveswo.ca)

# Part 1 | Introduction

**Thank you** for being a member of the ECE Professional Resource Centre, and for being a part of our early years community.

We created this guide to assist you with navigating the MyTurn platform to make reserving and borrowing resources easy!

## What's Covered in this Guide

This guide includes instructions with images that detail access and basic functions of the MyTurn software.

It is designed to support your login and reservation process on the ECE Professional Resource Centre platform.

Advanced features and troubleshooting are NOT included in this guide. Please connect with the Resource Centre Team for further support.

## Before You Get Started

### 1. Information Included in This Guide

At the time this guide was created, we used the most up-to-date information available. However, as updates are made to the MyTurn platform and the Strive website, the screenshots included

may look slightly different than what you see in on the website or MyTurn platform. Although the layout may look slightly different, the steps to login and reserve resources generally remain the same.

### 2. MyTurn on Different Devices

The screenshots and instructions included in this guide are mainly from the MyTurn software designed for the computer. There are differences when using MyTurn on the mobile devices.

When possible, we recommend using a computer instead of a mobile device or phone. Some functionalities may be limited on mobile devices and phones.

## Contact Information

The Resource Centre Team is here to support you during operating hours (please see website for current hours).

### BY EMAIL:

resourcecentre@striveswo.ca

### BY PHONE:

519-434-3644 ext. 602.

# Part 2 | Getting Set Up on MyTurn

## Accessing MyTurn Through the Strive Website

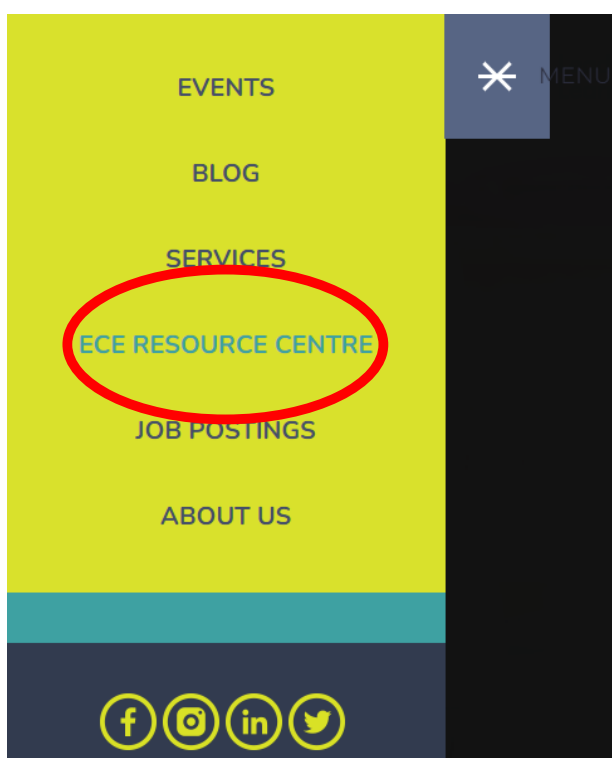
The ability to browse the inventory and your account login can all be found on the Strive website. The URL is: <https://striveswo.ca/strive-ece-resource-centre/>.

To access the ECE Resource Centre page from the home page, follow these steps:

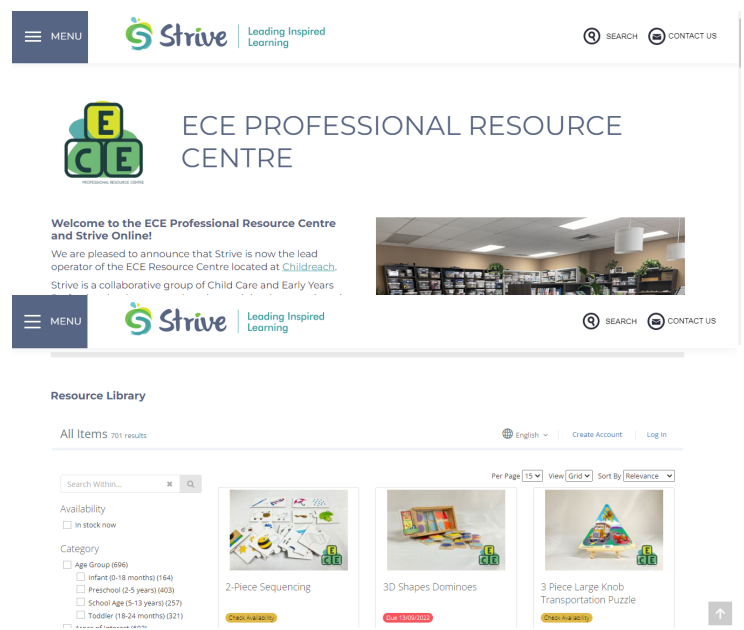
1. Click on "Menu" in the top left corner of the screen.



2. When the sidebar opens, click on "ECE Resource Centre".



3. The page should look like this! Scroll down to reach the inventory and login.



# Part 2 | Getting Set Up on MyTurn

## Logging In to Your Account

To access your account from the ECE Resource Centre page, follow these steps:

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

The screenshot shows the ECE Resource Centre website. At the top left is a 'MENU' button. The logo for 'Strive | Leading Inspired Learning' is in the center. On the top right, there are 'SEARCH' and 'CONTACT US' icons. Below the navigation bar, the 'Resource Library' section is visible. It includes 'All Items 701 results', a language dropdown set to 'English', and links for 'Create Account' and 'Log In' (the latter is circled in red). Below this are search filters for 'Availability' and 'Category'. A search bar is present with the text 'Search Within...'. The main content area displays three resource cards: '2-Piece Sequencing', '3D Shapes Dominoes', and '3 Piece Large Knob Transportation Puzzle'. Each card has a 'Check Availability' button. The '3D Shapes Dominoes' card also shows a 'Due 13/09/2022' status. At the bottom right of the resource grid is an upward-pointing arrow.

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

The screenshot shows the 'Sign In' login form. It has a title 'Sign In' at the top. Below the title are two input fields: 'Username or Email Address' and 'Password'. Below these fields are a green 'LOGIN' button, a 'Remember' checkbox, and a 'Forgot Password?' link. At the bottom of the form, there are two links: 'CREATE AN ACCOUNT' and 'BACK'. A red arrow points from the 'LOGIN' button to the text 'Click LOGIN' in the adjacent block.

< Enter your username **OR** email address

< Enter your password. You will need to reset your password the first time you log in.

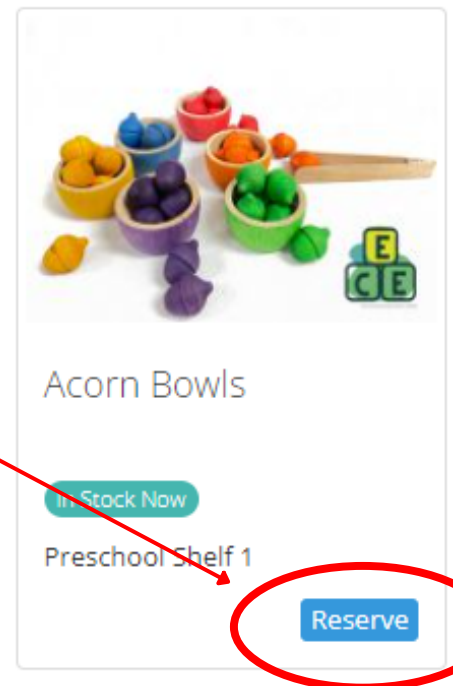
< Click **LOGIN**

# Part 3 | Borrowing Resources Online

## How To

Now that you are logged in to your account, you can reserve resources to be picked up in person at Childreach. Follow these steps to create a reservation:

1. Browse or search the inventory for the resources you want to check out.
2. Click "Reserve" on a resource.



3. Select the dates for your reservation.

Click on the start and end dates for your reservation. When you're done selecting items, view your cart to confirm and submit your reservation. You can adjust quantities when viewing the cart.

From		To	
September 2022	»	September 2022	
Su Mo Tu We Th Fr Sa		Su Mo Tu We Th Fr Sa	
	1 2 3		1 2 3
4 5 6 7 8 9 10		4 5 6 7 8 9 10	
11 12 13 14 15 16 17		11 12 13 14 15 16 17	
18 19 20 21 22 23 24		18 19 20 21 22 23 24	
25 26 27 28 29 30		25 26 27 28 29 30	

**Dates** September 6–September 9 (3 days)

Cancel **+ Add Items** **Cart**

4. You can add more resources by clicking "Add Items". If you have selected all of the resources you would like to reserve, select "Cart".

# Part 3 | Borrowing Resources Online

## How To

5. Click on "Check Out" in the cart at the top

### Reservation Cart



Membership type limits check outs to a maximum of 4 items

Dates Sep 6, 2022-Sep 9, 2022

[Change Date\(s\)](#)

#### Pickup Location

Resource Centre  
265 Maitland St  
London, ON, N6B 2Y3  
Canada

Pickup

Name

Location

Requested

Unit Cost

TOTAL Actions



Acorn Bowls

Resource Centre

1

\$0.00 per  
loan

\$0.00

[Remove](#)

Notes or requests about this reservation:

[Save](#)

[Add Items](#)

[Submit Reservation](#)

[Cancel Reservation](#)

6. Adjust quantities of items needed. If too many are requested, the cart will adjust the value to the maximum available during that time period.
7. Leave any notes about the reservation.
8. Click "Save" if you would like to come back to the reservation later. Click "Add Items" if you would like to add more resources to your cart.
9. Click "Submit Reservation". The Resource Centre staff will receive your reservation and confirm it. If they have any questions or concerns, they will connect with you.

You can also browse our inventory **in-person** on the 2nd floor of Childreach during operating hours. Staff can support you in checking resources in and out when you visit!