



Orleans/Niagara BOCES Media Center



Orleans/Niagara BOCES SETRC



Orleans/Niagara Teacher Center

## **MEDIA SERVICES**

### **WEB/MAX ONLINE CATALOG**

Go to: **<http://www.onboces.org>**  
*(Hint – add the site to your “Favorites” for easy access.)*

Click on: **‘Services’ then ‘Media Services’**

Click on: **Web Max**

Login with: **User ID: \_\_\_\_\_ (include the periods)**  
**Password: media**

**Four easy steps for ordering online with Web/MAX**  
**Use the tabs at the top of the screen to navigate.**

**Search:** Using the default settings will yield the **MOST** search results, just type in your search term(s) and click **GO**. Using the pull-down menus or limiting searches by grade level or media type will yield **FEWER** results. (Warning – search limits stay on until you take them off – even after you log off.) Refer to the bottom of the Web/MAX Search screen for additional tips on searching, including Boolean searching.

**Select:** Click the box to the left of the titles you wish to order and then click on “Order Form”.

**Order:** The “View Date” is the first date the title will be available to you. **If a title is needed earlier than the View Date on the screen, contact us.** If a *later* view date is desired, it may be selected by , or, clicking on the blue calendar icon to bring up the calendar and then click on the date you want. If different view dates are chosen, be sure to click on **Next**.

**Confirm:** Last Step: Click **Next**, and if information is acceptable, click **Finish**

Titles are shipped to you via the BOCES Courier. To return, place it in your outgoing BOCES mail area.

**The Web/MAX Online Media Catalog is available 24/7. Any issues with the system please contact us at 731-4176 or 1-800-836-7510:**

BOCES Media Center  
 SETRC  
 O-N Teacher Center

ext. 3775  
 ext. 3752  
 ext. 3758

**MediaOrders@onboces.org**  
**sscheffler@onboces.org**  
**sblajszczak@onboces.org**

**Streaming Video** – There are over three thousand titles available for streaming video within this Catalog. PowerMediaPlus, or more specifically EDVIDEO ONLINE, titles are displayed with a projector icon that you click on to view or download the steaming video. It is a seamless operation in that you will already be signed in to stream or download any title. The titles BOCES leased/purchased have the BOCES icon next to them and say [Click here to View Video](#). The most common problem is popup blockers prevent the software from loading, so check it first if the title does not load properly. If you have any problems please call the BOCES Media Center.