Reservations for students

1. Reservation, search an available time:

Choose a function

Change week choose a date next week.
Search for a room
Choose a location or write part of the room's name in the search field.

Click the small arrow at a room to see how it is reserved.

Reserve by clicking the calendar and setting the time.
A reservation can be for a maximum of 4 hours and you can only reserve a total of 12 hours per week. The period for reservations is 08.00 to 20.00. Some rooms may have other times and then times that cannot be reserved are marked in grey.

The project number must be entered.
If not, search for 99998

Enter a reservation text to say who will be in the room.

Click reserve. Done
Reservations for students

2. Reservation, search an available room:

Choose the date you want to reserve.
Choose the time you want to reserve.
The reservable time is 08.00 to 20.00.
Click OK.

Search for vacant rooms by writing in the search box or choosing an area.
Place the mouse over the room to get more information about it.
Click the room you want to reserve.

The project number must be entered. If not, search for 99998.
Click continue.

Enter a reservation text to say who will be in the room.
Click reserve. Done.
Change/cancel reservations for students

When you have made a reservation, you see under “My reservations” the last 5 reservations you have made. If you want to see all your reservations, you click show more or click “My reservations” on the

Click a reservation to change/cancel or to forward information by email. To cancel, click change and then cancel.

What you can do is change the comment or cancel the reservation.