Reserve study rooms

As a student you can reserve rooms at some campus. You are authorized to reserve two weeks in advance and a maximum of 12 hours in one week. A reservation can be a maximum of 4 hours, but you can make one more in connection with the first if you need more time.

Important, there are some rooms that are in locked corridors where only certain students can enter. You can see that on the room comments.

To narrow the list of rooms, you can select one or more locations. It is also possible to enter room numbers in the search box. To only see available rooms for a certain time enter an interval and the list will be show free rooms when you select a day.

To reserve a room, click on the calendar, by default you get an hour of reservation time but you can change the time later.

More information on a room

Change week
Set the time.
Keep in mind that a reservation can take a maximum of 4 hours and the room must be vacant for the entire specified time.

Reservation time is between 8-20. Some rooms may have other times, if so, then these times that can not be booked are marked in gray.

Enter an appropriate reservation text.
For example, your name or a study group name or similar.

Click on reserve

Send confirmation if you want an email on your reservation or if you want to send the information to someone else.

Click on make more reservations to make another reservation.

Close the window when you are done.

You will find your reservations under "My reservations". If you want to edit or cancel, click on the booking in the list and select "edit/cancel".

You can edit the time of the reservation, provided it is vacant

Edit or add comment or external comment.

Cancel the booking by clicking cancel, receives a control question upon cancellation.