User guide:
Reservation study workplace Radboud University

Table of contents

1. How to make a reservation
2. How to change your reservation
3. How to cancel your reservation
1. **How to make a reservation**

1. Fill in your ‘S’ number and ‘password’

![Login page](image1)

2. Click: ‘Book Group Workplace’ or ‘Book Study Workplace’

![Reservation page](image2)

3. Click: ‘Continue’

![Reservation page](image3)

4. Choose the ‘Start date & time’ and ‘End date & time’
5. **Choose the building** at which you’d like to make a reservation.
- Elinor Ostromgebouw (Elinor Ostrom Building)
- Erasmusgebouw hoog (Erasmus Study Centre and ESC)
- Erasmusgebouw laag (Erasmus Study Centre, ESC and Refter)
- Experience Center (Medical Library)
- Grotiusgebouw (Law Library and Het Gerecht)
- Huygensgebouw (Library of Science)
- Maria Montessorigebouw (Social Science)
- Thomas v. Aquinostr. 1
- Universiteitsbibliotheek (University Library)

6. If you want a PC workstation: type in: **PC** and press: ‘Search’
   If you want to **choose a different type of workplace** you can fill in one of the **bold** words below:
   - **Study** workplace
   - **Workstations (PC)**
   - **No socket** workplace
   - **Soundproof** workplace (Zoom/Teams etc.)
   - **MIVA** workplace (wheelchair accessible)
7. Click: ‘**Show unavailable reservation units**’ to see the complete overview of study workplaces on that day.

8. Press on ‘**More info**’ to see in which **time frame** you can make make a reservation.

In this case you are able to make a reservation between: **08:30 – 18.00h (Mon-Fri)** and **10.00 – 18.00 (Sat-Sun)**

You **don’t** have to make a reservation for the complete shift.
For example: You can also make a reservation from 10.30 – 13.30h.
9. If you press on below icon you can see where the study workplace is located in the building.

10. Click: the desired study workplace and click on ‘Continue’ or ‘Done, go to Overview’

11. You have now made the reservation. You will receive a confirmation e-mail on your student account. Please show this confirmation e-mail and your Campus Card to the member of staff on entry.
2. How to change your reservation: (time or location)

1. Go to your reservation list and **click on the reservation** which you want to change.

   ![Reservation List](image1)

2. **Click: ‘Change time and location’** to change the reservation.

   ![Reservation Details](image2)

3. Change the **data** of your reservation

   ![Search for Available Places](image3)

4. **Press ‘Done, go to overview’**

   ![Done, go to overview](image4)

   *You have now changed your reservation.*
3. How to delete your reservation

1. Go to your reservation list and click on the reservation which you want to change.

2. Click: ‘Cancel this meeting’ to delete the reservation.

3. Click: ‘Continue’

The reservation is now deleted.