User guide:
Reservation study workplace Radboud University

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

2. Click: ‘Book Study Workplace’
3. Click: ‘Continue’

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, ESC)
   - Erasmusgebouw laag (Erasmus Study Centre, ESC and Refter)
   - Grotiusgebouw (Law Library)
   - Huygensgebouw (Library of Science)
   - Universiteitsbibliotheek (University Library)
6. If you want a PC workstation: type in: PC and press: ‘Search’

![Search PC in Time of the Meeting]

7. Click: ‘Show unavailable reservation units’ to see the complete overview of study workplaces on that day.

![Show unavailable reservation units]

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

![Graphical view of reservation times]

In this case you are able to make a reservation between: 08:30 – 12.30h and 13.30 – 17.30h. You don’t have to make a reservation for the complete shift. For example: You can also make a reservation from 09.30 – 11.30h.
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.
How to delete your reservation:

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

2. Click: ‘Cancel this meeting’

3. Click: ‘Continue’

The reservation is now deleted.