

Byggnadsavdelningen Administrativt schemastöd

E-post: adm.schemastod@uu.se

Reserve Study Rooms or open spaces

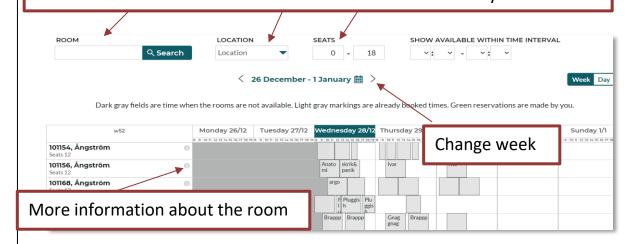
As a student you can reserve rooms and open spaces at some campus. Open spaces are usually located in libraries and these spaces can look like the example below:



You are authorized to reserve two weeks in advance and a maximum of 12 hours during 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.

You can edit and cancel your reservations as long as they have not started to apply.

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. You can also choose to filter on the number of seats to limit the list of room to suit your needs.





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.

If you click on one of the boxes with day and date in the calendar you will see available time slots and rooms for this day more clearly



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Reserve by clicking on the calendar, by default you get an hour of reservationtime but you can change the time later.

v 52	8	9
101154, Ångström Antal platser 12		
101156, Ångström Antal platser 12	08:00 - 09:00	
101168, Ångström		

Set the time.

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

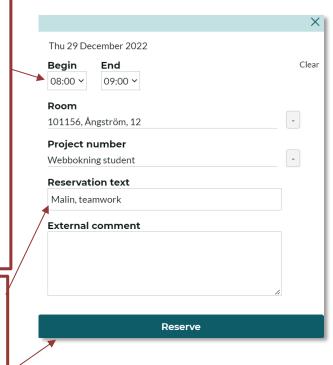
Teachers have the right to access, and if necessary, empty the room, 15 minutes before booked teaching.

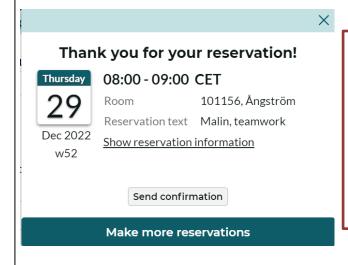
Reservationtime is between 8-22. Some rooms may have other times, if so, these times that can not be reserved are marked in gray in the calendar.

Enter an appropiate 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.

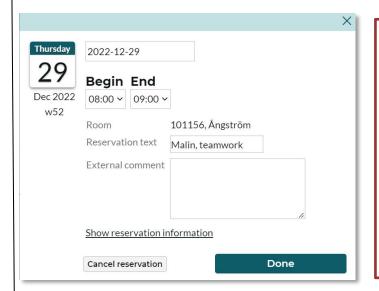


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You will find your reservations under "My reservations" at the bottom of the page. If you want to edit or cancel, click on the reservation in the list and select "edit/cancel".

My reservations				
Time	Room	Reservation text	External comment	
2022-12-29 08:00 - 09:00	101156, Ångström	Malin, teamwork		



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

Edit or add comment or external comment.

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