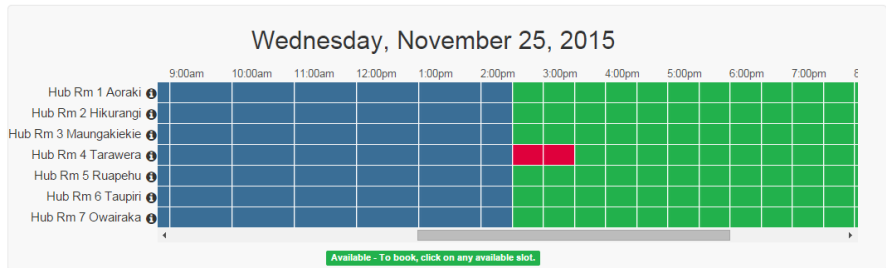
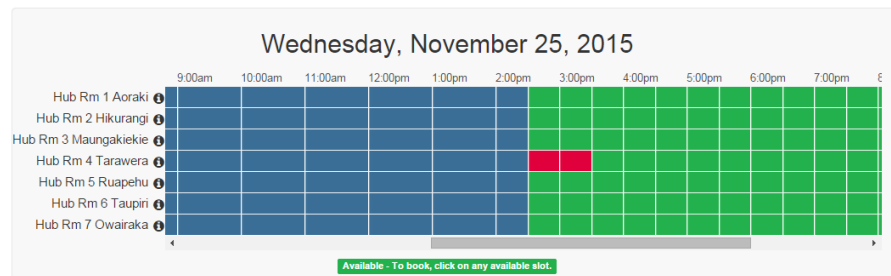


New Room Booking System Instructions for Students:


1. Use the drop down list at the top of the calendar to select the location of the room you want to book.



2. Use the calendar to select the date you want to make your booking.




3. Decide which room you wish to book, and select the time slot in this row. When the time slot is selected, it becomes yellow, and it is listed under the "Booking Details" below.

In the list, you can click  at the end of each line to delete the specific time slot. Click the "Continue" button to proceed with your booking or "Cancel" button to cancel the whole booking.

4. Click "Submit Time Slots" button.


Booking Details

Note: A Daily maximum of 2 hours can be booked.

Hub Rm 5 Ruapehu 2:30pm - 3:00pm, Wednesday, November 25, 2015 

[Submit Time slots](#)


5. You will be asked to sign in using your Unitec @myunitec.ac.nz email address and your password.



Sign in with your organizational account

[Sign in](#)

6. After you have successfully signed in, check that your **name** appears at the top of the form. Complete the form. This information will help identify your booking for yourself and group members. Click on "Submit my Booking".

Hello  you're almost done...

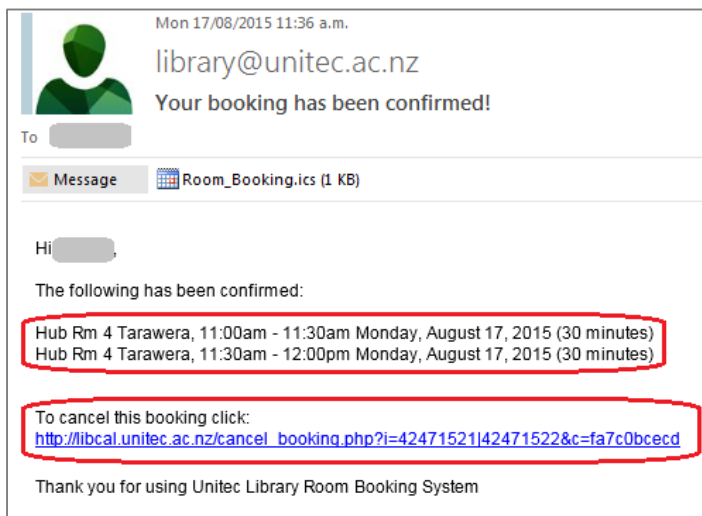
Hub Rm 2 Hikurangi 10:30am - 11:00am, Wednesday, November 25, 2015


Group Purpose

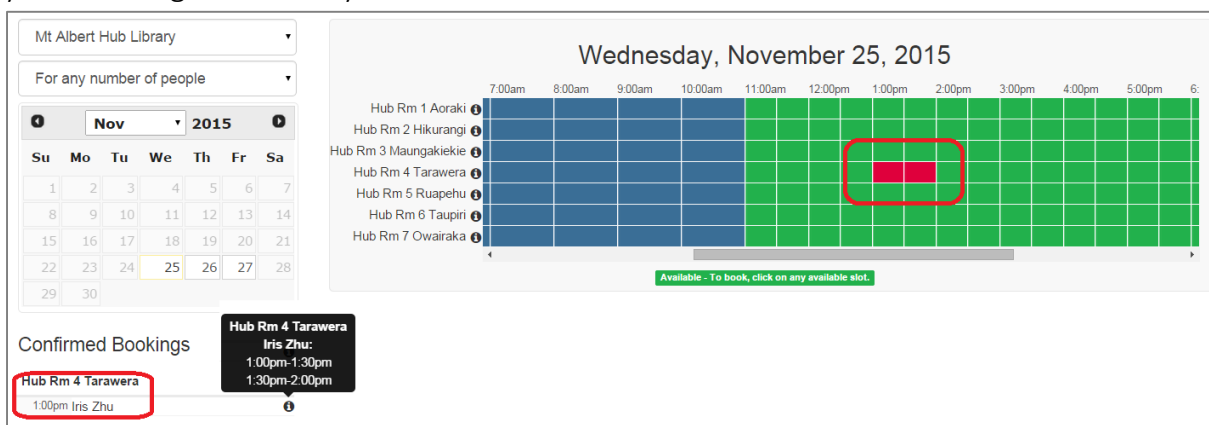
Number of students in group *

[Submit my Booking](#) [Log Out](#) [Return to Mt Albert Hub Library](#)

7. You will receive a confirmation email. You can find your booking details in the email, and also can use the link to cancel your booking.



8. Once you have completed your booking, the time slots you have chosen will change to red. Click “Confirmed Bookings” button at the bottom of the left column to see your booking and hover your mouse over  icon to find more details.



Need more help?

Please find our contact information on <http://library.unitec.ac.nz/aboutlibrary/contact.htm>