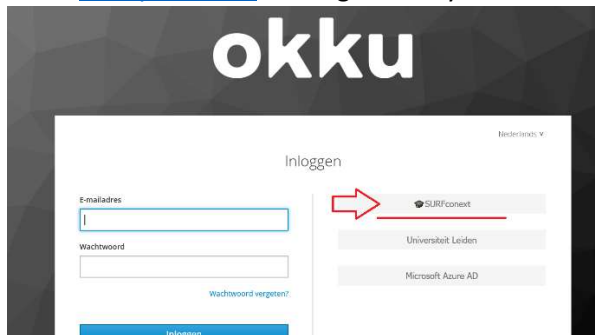
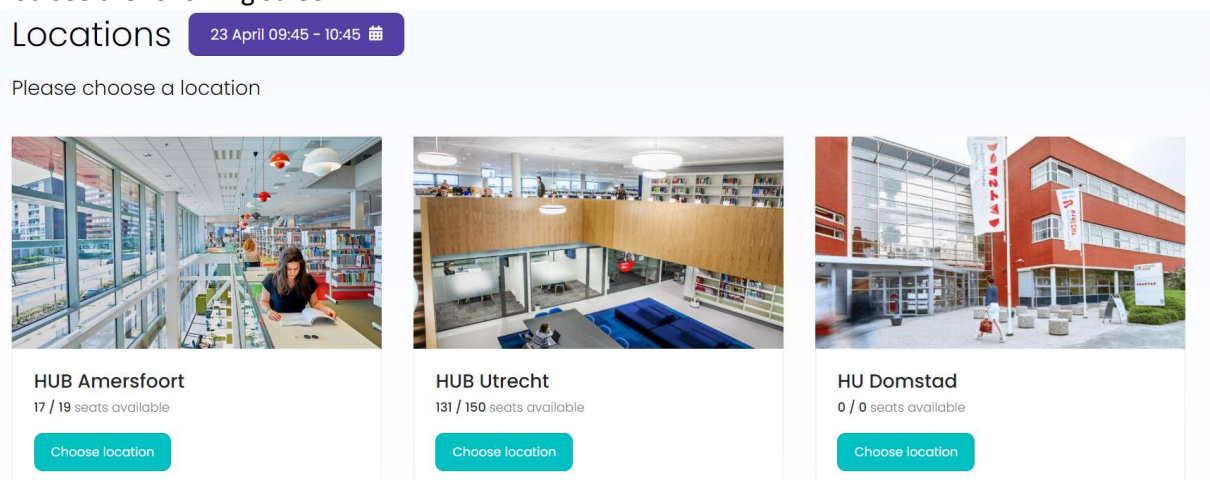


## Instruction manual reservation system

1. Go to [werkplek.hu.nl](http://werkplek.hu.nl) and log in with your HU account via SURFconext.



2. You see the following screen:



3. Place your reservation:

- I. Select your desired location, top right of the screen (Utrecht/Amersfoort/Domstad).
  - Utrecht: choice in study spots from different zones.
- II. Place your reservation:
  - Select a free (green) study spot from the map.

Room: **Zone A+B** , Desk: **B106**

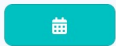


Reserve for **20 November, 18:15 - 20:15**

Reserve for user:

Repeat weekly for X weeks:

- The reservation time is set for 1 hour by default.
- Click "reserve now".

- III. Place your reservation via the calendar icon:  :
- Select your desired date with a maximum of 28 days in advance.
  - Determine your own starting and finishing time, this may be longer or shorter than 1 hour.

Change date and times ×

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Date:

Start time:       End time:

- Click “apply” and select a free study spot from the map.
  - Click “reserve now”.
- IV. You receive a confirmation email.

4. Cancel your reservation

- I. You can view your reservations (a maximum of 2) via “My reservations”.

My reservations

Building	Room	Desk	Starts on	Ends on	Confirmation page
HUB Utrecht	Zone A+B	B123	Nov 20th 2020, 18:45	Nov 20th 2020, 20:45	<input type="button" value="View confirmation"/> <input type="button" value="✕ Cancel"/>

- II. Select “cancel”.
- III. You cannot change your reservation. In this case, cancel your reservation and place a new one.