1 Copy and paste the URL into your browser.


2 Login using your normal Active Directory login and password, select Room Size and Campus from the drop menus, resources from the Room Type/Equipment and then preview rooms available that match your criteria. Make your room selection, provide some administrative details and submit your request.

1 Select either single or multiple dates

Toggle between single and multiple dates. Note some dates will be greyed out until Class Timetable for that teaching period has been confirmed.
2. Select times from the Start End dropdowns (30 Minute increments minimum)

3. Choose from the selection presented

4. Provide details in * Mandatory fields

5. On pressing the confirm booking button you will receive a Booking reference number and an auto-generated email confirming your booking or acknowledging your request, pending approval by the Room Bookings Office.

Note – Confirmation emails are sent every 10 mins. Depending on where you are in the cycle it may take up to 10 minutes.