## How to book a room – Melbourne campus

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| Log in | |
|  | From the library home page, click “**Places to study – room bookings**” under “Quicklinks”. |
|  | Click “Book a room”. |
|  | Enter your student username and password  Click “**Login**”. |

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| Search rooms | |
|  | Choose a room type and click on the heading |
|  | Select a date.  Tick box “**Check box for a 5 day search**” if you want to search 5 days in a row.  Click “Search Availability” |
|  | Scroll down to look at all available times for each room.  If you do a 5 day search, you need to scroll down to the next room to look at that room’s 5 day availability. |
|  | If you can’t find a suitable time, click on ‘**Search Again**’ at the bottom of the page or click on another room type in the menu. |

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| Book a room | |
|  | Once you find a suitable time, click on the room link for the date you want. |
|  | Tick the times you want. You can only book 3 hours per group per day.  Click “Yes, I agree to the Terms & Conditions”.  Click “**Make a Booking**” and follow the prompts on the screen until you get a booking confirmation. |
|  | A booking confirmation email will be sent to your student email address. To cancel a booking, click on the cancel link in your confirmation email. |

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