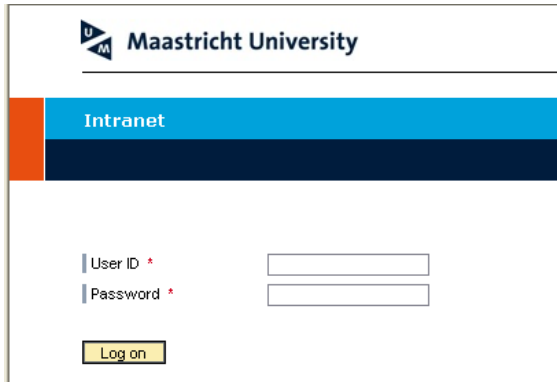
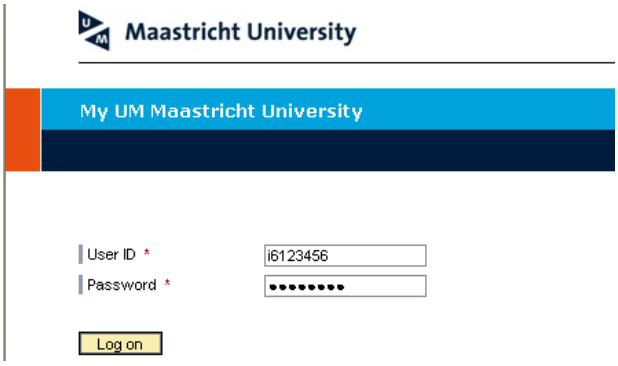
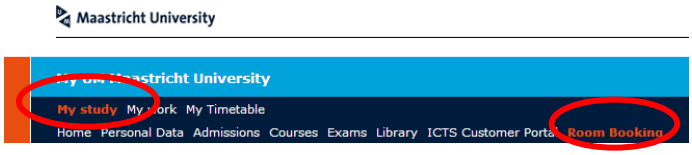
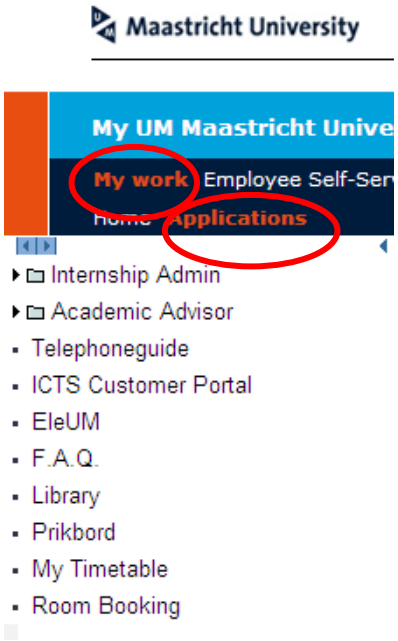
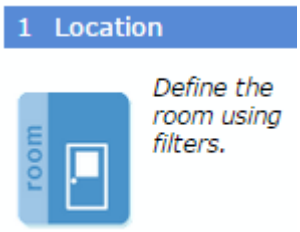
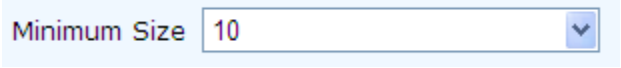
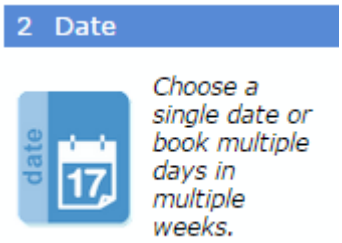
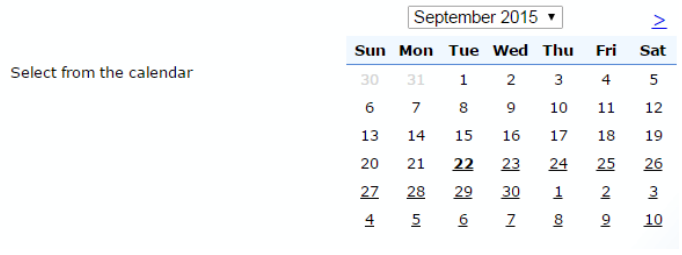
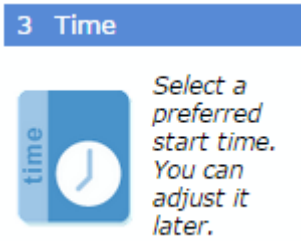
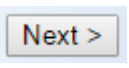
Goal of this manual: Web Room Booking

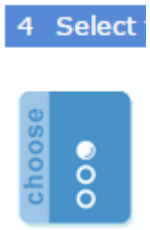
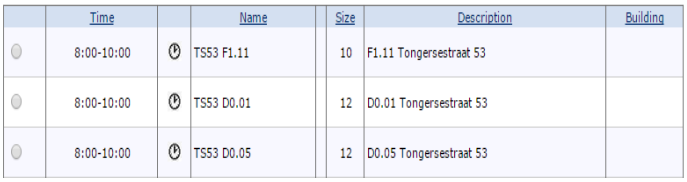
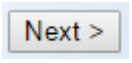
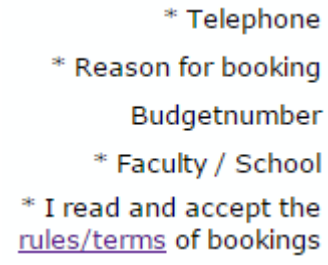
Please Note:

- Students: Rooms can only be booked up to 2 weeks in advance.
- Staff: Rooms can only be booked up to 3 weeks in advance.
- Please cancel any bookings you do not want to use. This will allow other people to make those bookings instead.
- Please take note of the booking terms and -rules in the last screen.

	Go to the My UM portal at: http://myum.unimaas.nl/
	Log in with your Maastricht University username and password.

Student  **Staff**  	**Students** Select My study Select Room Booking **Staff** Select My work Select Applications Select Room Booking Please note: The menu options vary and depend on your enrolment at Maastricht University. Applicants and students will see different menu options.
 	A new login screen will open within the same window. Login with your Maastricht University username and password.
	The Web Room Booking application consists of 5 easy steps.
 	Step 1 Location desirables.
 	Select the minimum size of the room you're looking for.

	Select at least one suitability of the room you're looking for. You can select more than one suitability by holding the CTRL-key and clicking on the desired suitabilities.
	Use this option to get an overview of locations that meet your requirements.
	Use this option to close the overview.
	Step 2 Date desirables.
	Click on the calendar to select a date.
	Step 3 Time desirables.
	Select the preferred start time.
	Select the preferred end time.
	Click Next

	Step 4 Choose a room
	Select a room by ticking the checkbox
	Use these options to adjust your selection
	Click Next
	Step 5 Confirm the booking
	Fill in the required fields (when empty).
	You will receive a confirmation of your booking within 15 minutes.

	This option shows your latest bookings

	Please sign out of the application properly