

## Instruction Time-Edit Reserve for Students

### 1. Log in

Timetable.utwente.nl

You only need to log in once through the following steps, then you will be automatically logged in.

Choose your entrance.



Universiteit Twente

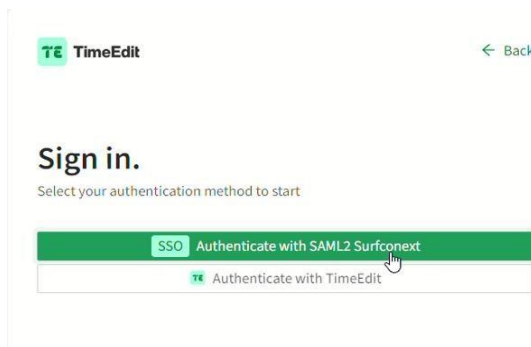
Choose entrance

 Staff

 Student

This site uses cookies to handle login

Click on: Authenticate with SAML2 Surfconext



### 2. Click on Book a projectroom

Student

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Welcome to the new University of Twente Timetable Viewer and Reserve page for students. For academic year 2023-2024 visit [MyTimetable](#) or [Resource Booker](#)

**VIEWER**  
View Educational Schedules

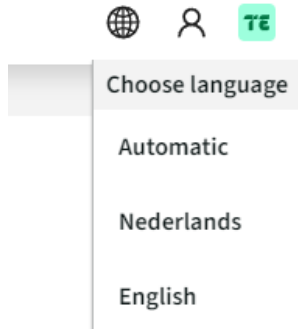
 **Schedule**

**RESERVE**  
Make a reservation

 **Book a project room**

 **My reservations**  
Overview of your reservations

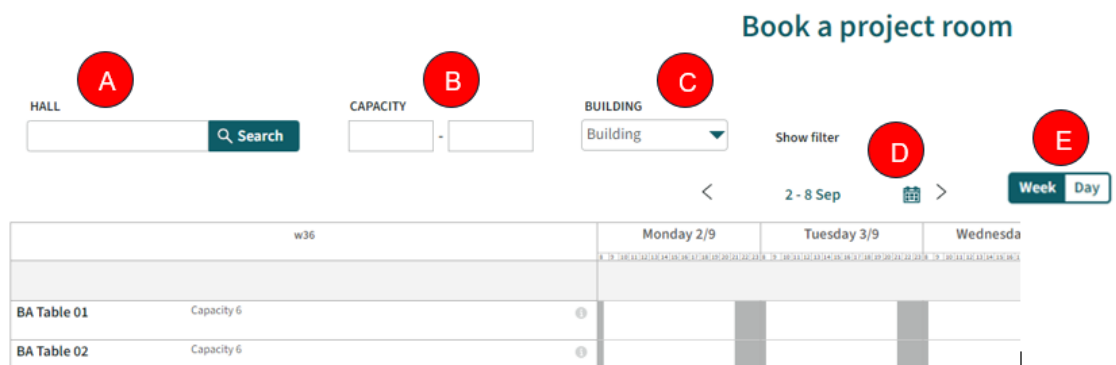
3. In the right corner you can choose your language you want to use



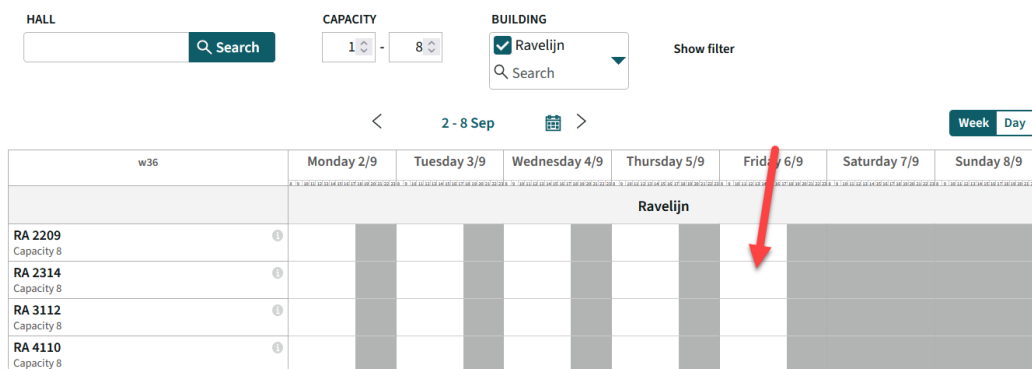
4. When you enter Reserve you will see the list of available projectrooms

You can search for:

- Hall (just type (part of) the name of the hall)
- Capacity of the hall (when you use it, always fill both minimum and maximum)
- Building
- The week you want from the calendar or switch weeks
- Go to the day or week mode



5. Not available times and reservations of others are grey. You can make a reservation by clicking on the white blocks.



6. When you click on a timeslot there will be a pop-up with a few fields to fill.
- f. Begin and endtime (prefilled but can be adjusted)
  - g. Hall (prefilled but can be adjusted)
  - h. Title: Mandatory
  - i. Number of persons: Mandatory
  - j. Comment
  - k. Click on 'Reserve' to make this reservation.

Fri 6 September 2024

Begin: 09:00, End: 10:00

Hall: RA 2209, 8

Title\*: Mandatory.

Number of persons\*: Mandatory.

Comment:

Reserve

When you click on Reserve you will see another pop-up confirming the reservation.

Tuesday 09:45 - 10:15 CET

3 Sep 2024 w36

Hall: HT 1113

Title: Test Rules

Number of persons: 2

Comment: Remark

[Show reservation information](#)

Send email

Edit / Cancel reservation

This pop-up shows:

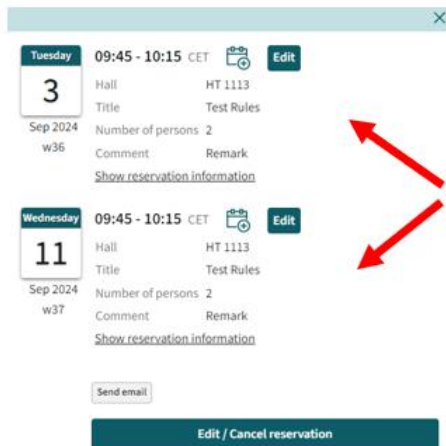
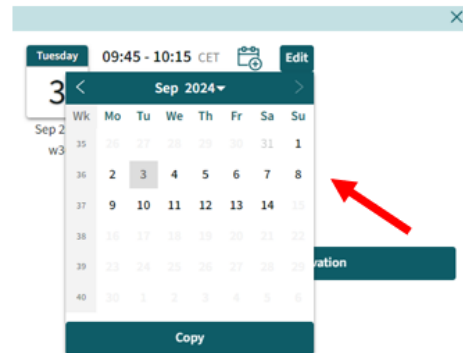
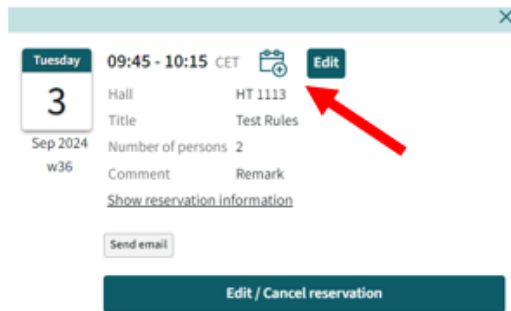
- The ID number of this reservation when you click 'show reservation information'  
When you have questions about your reservation you can use this number
- The possibility to send a confirmation to yourself or someone else (in that case you have to edit the prefilled email address). If you want to send the confirmation to multiple people, use ; between the email addresses.

## 7. Copy Reservations

When you click on a meeting you made in the calendar you can also copy this reservation to another day or week.

You click on the days you want and then 'copy +..'

These reservations will get the same specifications as the original meeting (except for the date). After confirming you can edit the separate reservations if necessary.



- Reservations you made are listed at the bottom of the screen.  
The cancelled reservations are also visible in the list.

**My reservations**

Time	Hall	Title	Number of persons	Comment
11-09-2024 09:45 - 10:15	HT 1113	Test Rules	2	Remark
05-09-2024 09:30 - 10:30	HT 1007	Meeting	7	
<del>10-09-2024 11:30 - 12:00</del>	<del>BA Table 03</del>	<del>test</del>	<del>5</del>	<del>Remark</del>
10-09-2024 09:30 - 10:30	HT 1007	Meeting	7	
<del>02-09-2024 09:45 - 10:15</del>	<del>BA Table 05</del>	<del>Test Rules</del>	<del>2</del>	<del>Remark</del>
03-09-2024 09:45 - 10:15	HT 1113	Test Rules	2	Remark

Show more reservations

- To see the details of an activity, click on the activity in the list or in the calendar.

< Thu 5 September 2024 >

	8	9	10	11	12	13
w36						
HT 1001 Capacity 8			Meeting, 7			
HT 1003 Capacity 8						

Thursday 09:30 - 10:30 CET Edit

**5**  
Sep 2024  
w36

Hall HT 1001  
Title Meeting  
Number of persons 7  
[Show reservation information](#)

Edit / Cancel reservation

It's possible to edit or cancel the reservation by clicking on it.  
When you cancel the reservation, it's possible to send a cancellation to yourself or the participants.

Thursday 09-05-2024

**5**  
Sep 2024  
w36

Begin 09:30 End 10:30 Done

Hall HT 1001, 8

Title Meeting

Number of persons 7

Comment


[Show reservation information](#)

Cancel reservation Done

9. When you click on 'show more reservations' in the list of your reservations:

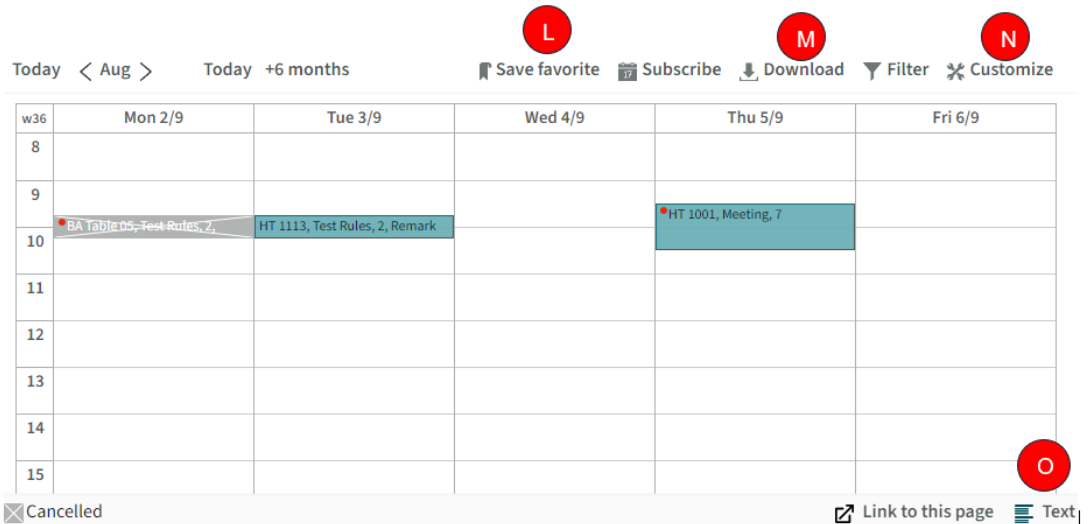
**My reservations**

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10-09-2024 09:30 - 10:30	HT 1007	Meeting	7	
02-09-2024 09:45 - 10:15	BA Table.05	Test Rules	2	Remark
03-09-2024 09:45 - 10:15	HT 1113	Test Rules	2	Remark

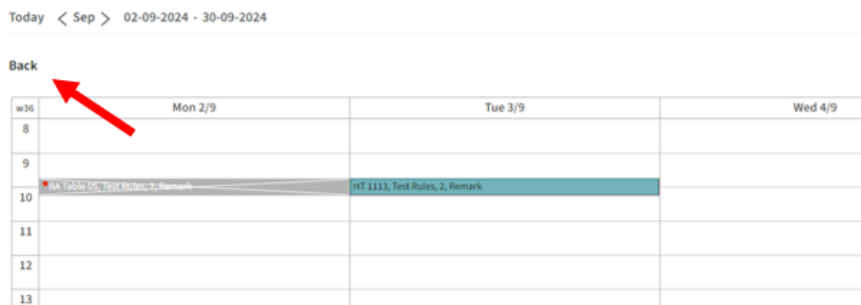
**Show more reservations** 

You enter a graphical view of your meetings

- l. This is where you can save your favorite schedule
- m. This is where you can make different exports of the schedule
- n. This is where you can customize your settings (more about that later on)
- o. This is where you can switch between graphical (calendar) and text view



11. To go back to the start screen click 'back'



12. On the start screen it's possible to see all your reservations in one overview, click on My reservations.

## Student

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