

Instruction to TimeEdit Reserve for Students

1. Log in via https://cloud.timeedit.net/nl_utwente/web
Choose your entrance to go the Schedule.



University of Twente

Guest

Staff

Student

This site uses cookies to handle login

TE Auth no token.

Click on: Sign in with SAML2 Surfconext



University of Twente

Sign in with **SAML2 Surfconext**

[Sign in with TimeEdit account](#)

☐ Remember my choice

[Change organization](#)

2. Click on 'Book a project room'

Student

Welcome to the University of Twente Timetable Viewer and Reserve page for UT students and people using an x-account. Need help? Take a look at the [website](#).

VIEWER
View Educational Schedules

Schedule 2024-2025

Schedule 2025-2026

RESERVE
Make a reservation

Book a project room
Students only

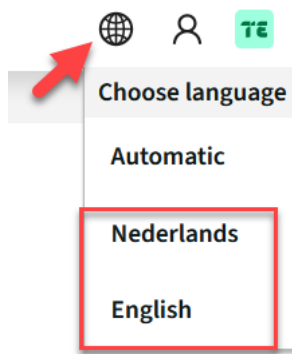
My reservations
Overview of your reservations

HALL VIEW

Hall Viewer



3. In the upper right corner you can choose the 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

Book a project room

HALL a
 Search

CAPACITY b
 -

BUILDING c
 Show filter

< 18 - 24 Aug > d e Week Day

Students can book up to 4 hours per week, with a maximum of 2 bookings per week, up to 14 days in advance.

w34	Monday 18/8	Tuesday 19/8	Wednesday 20/8	Thursday 21/8	Friday 22/8	Saturday 23/8	Sunday 24/8
	Bastille						
BA Table 01 Capacity 6, Bastille, Project Open							

5. Unavailable times and reservations of others are grey. You can make a reservation by clicking on the white blocks.

HALL
 Search

CAPACITY
 -

BUILDING
 Show filter

< 18 - 24 Aug >

Students can book up to 4 hours per week, with a maximum of 2 bookings per week, up to 14 days in advance.

w34	Monday 18/8	Tuesday 19/8	Wednesday 20/8	Thursday 21/8	Friday 22/8	Saturday
	Bastille					
BA Table 01 Capacity 6, Bastille, Project Open						
BA Table 02 Capacity 6, Bastille, Project Open		Tue 19/8				

6. When you click on a timeslot there will be a pop-up with a few fields to fill.

f. Begin and end time (prefilled but can be adjusted)

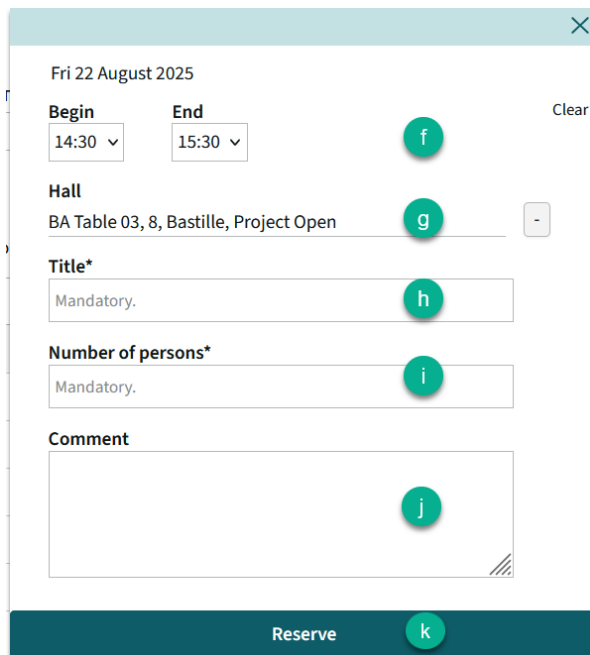
g. Hall (prefilled but can be adjusted)

h. Title: Mandatory

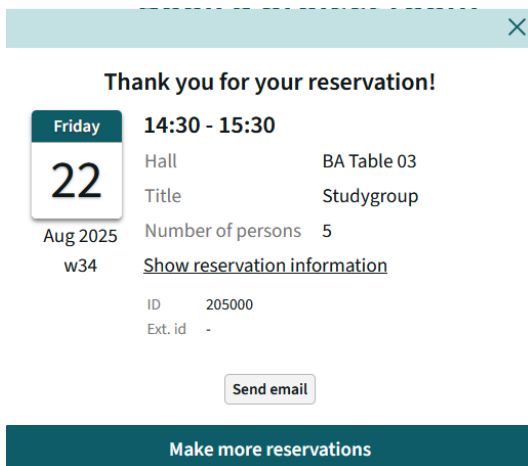
i. Number of persons: Mandatory

j. Comment

k. Click on 'Reserve' to make this reservation

A reservation form pop-up with a light blue header and a dark teal footer. The header contains a close button (X). The form is titled "Fri 22 August 2025". It has fields for "Begin" (14:30) and "End" (15:30) with dropdown arrows, a "Clear" button, and a green circle with 'f'. The "Hall" field is prefilled with "BA Table 03, 8, Bastille, Project Open" and has a green circle with 'g'. The "Title*" field is prefilled with "Mandatory." and has a green circle with 'h'. The "Number of persons*" field is prefilled with "Mandatory." and has a green circle with 'i'. The "Comment" field is empty and has a green circle with 'j'. At the bottom is a dark teal button labeled "Reserve" with a green circle with 'k'.

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

A reservation confirmation pop-up with a light blue header and a dark teal footer. The header contains a close button (X). The main heading is "Thank you for your reservation!". On the left is a calendar widget showing "Friday 22 Aug 2025 w34". To the right, the reservation details are listed: "14:30 - 15:30", "Hall BA Table 03", "Title Studygroup", "Number of persons 5", and a link "Show reservation information". Below these details are the "ID 205000" and "Ext. id -". At the bottom is a button labeled "Send email". The footer is a dark teal button labeled "Make more reservations".

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 or combined reservations if necessary.

The first screenshot shows a reservation for Friday, August 22, 14:30 - 15:30 at BA Table 03. The reservation details include: Hall: BA Table 03, Title: Studygroup, Number of persons: 5. A red arrow points to the 'Edit' button.

The second screenshot shows a calendar view for August 2025. The reservation is copied to Monday, August 25, 14:30 - 15:30 at BA Table 03. A red arrow points to the 'Copy' button.

The third screenshot shows the 'Edit all reservations' button and the copied reservation details for Monday, August 25, 14:30 - 15:30 at BA Table 03. Red arrows point to the 'Edit' button and the 'Edit all reservations' button.

8. Reservations you made are listed at the bottom of the screen.

My reservations

Time	Hall	Title	Number of persons	Comment
• 25-08-2025 14:30 - 15:30	BA Table 03	Studygroup	5	
• 22-08-2025 14:30 - 15:30	BA Table 03	Studygroup	5	

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

< Fri 22 August 2025 >

Students can book up to 4 hours per week, with a maximum of 2 bookings per week, up to 14 days in ac

w34	8	9	10	11	12	13	14	15	16	17	18
	Bastille										
BA Table 01 Capacity 6, Bastille, Project Open											
BA Table 02 Capacity 6, Bastille, Project Open											
BA Table 03 Capacity 8, Bastille, Project Open											
BA Table 04 Capacity 8, Bastille, Project Open											



Friday 22 Aug 2025 w34

14:30 - 15:30

 Edit

Hall BA Table 03

Title Studygroup

Number of persons 5

[Show reservation information](#)

Edit / Cancel reservation

It is also possible to edit or cancel your reservation by clicking on it.

When you cancel the reservation, you can send a cancellation notification to yourself or the participants.

10. When you click on 'show more reservations' (below the list of your reservations) you enter a graphical view of your meetings

My reservations

Time	Hall	Title	Number of persons	Comment
• 25-08-2025 14:30 - 15:30	BA Table 03	Studygroup	5	
• 22-08-2025 14:30 - 15:30	BA Table 03	Studygroup	5	

Show more reservations

In this view you can

l. Save your favorite schedule

m. Make different exports of the schedule

n. Customize your settings

o. Switch between graphical (calendar) and text (list) view

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Today < Aug > Today +6 months

Save favorite Subscribe Download Filter Customize

Back

Students can book up to 4 hours per week, with a maximum of 2 bookings per week, up to 14 days in advance.

	Monday 11/8	Tuesday 12/8	Wednesday 13/8	Thursday 14/8	Friday 15/8	Saturday 16/8	Sunday 17/8
w33							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
...							

Link to this page Text

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

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Today < w35 > Today - 14-09-2025

Back

Students can book up to 4 hours per week

	Monday 25/8	Tuesday 26/8	Wednesday 27/8	
w35				
8				
9				

12. On the start screen it's possible to see all your reservations in one overview, click on My reservations. You cannot edit or cancel your reservations in this overview.

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