Online Room Booking Service - Library User Guide

Login

Click HERE to go to the login page of Room Booking System (RBS).

Use your network account and password (i.e. the account to login the computer in campus, example: s1234567) to login the RBS.

New Booking

1. In New Booking, select "Library" under Area and click "Filter".
2. Click the room photo or the calendar icon 📅 at the right-bottom corner of the room.

3. The calendar view of the selected room will be shown. Drag to select the available time slot.

4. A form will be pop-up. Input the mandatory fields: "Event Description", "No of Participants" and "Login ID of Participants (Separated by semicolon [;])". Input other fields if necessary and click "Save".

5. Your booking request has been successfully submitted. Your time slot will be highlighted in yellow indicating your request is pending for approval. An email will be sent to you to acknowledge receipt of your booking request.

6. Once your booking request has been approved, you will receive a confirmation email and the time slot will be highlighted in green.

Check-in

Users are required to check-in the room at the Help Desk in the Learning Commons. If you do not check-in the room, the room will be released after 20 minutes of the booking time.

Regulations

Please click HERE to read the regulations carefully.