Book a Study Space
CMISGo Room Booking Guide

Step-by-step guidance on using the CMISGo room booking system to book a study space.

Contents (Use links below to jump to section)

1. Logging in to book a room

Login to the Student Hub: https://abdn.ac.uk/studenthub

Click the red 'Book Study Space' button on the top right of the screen. You'll be redirected to the Terms and Conditions for booking a room. Please review these and select the button 'I agree to these terms'.

Student Hub   Home   Messages   Report a Problem

University of Aberdeen > Student Hub > Study Spaces

Study Spaces: Room Booking Terms and Conditions

There are a number of study spaces available for students to book, including rooms within the Central Teaching Pool and pods within the Sir Duncan Rice Library. Please read these terms and conditions in relation to booking a study space. By booking a room at the University you agree to comply to the following terms and may risk removal of your room booking rights, and potential disciplinary action, by not doing so.

1. Booking Reason

Booking a room via https://studyspaces.abdn.ac.uk is strictly for the use of registered students at the University of Aberdeen for private/group study or project work relating to your studies.

Events and Student Society bookings cannot be made in this way and follow a different procedure, please contact roombookings@abdn.ac.uk regarding booking requests for these reasons.

2. Booking Rules

Students can book study space as follows:

Location	Booking Duration
MacRobert	1 - 3 hours
Sir Duncan Rice Library	30 minutes - 2 hours

Bookings can be made one week in advance and 24 hours' notice is required to ensure the room is open and available for you to use.

Students can hold one booking at a time, once the booking has passed the system will allow another to be made.

The student who makes the booking must be present and it is necessary to have a valid student ID Card with you at all times, as well as your booking confirmation email.

3. Facilities

13. Reporting problems

If you find damage or mess within a room at the beginning of your booking, you agree to inform Room Bookings (roombookings@abdn.ac.uk) as soon as possible.

I agree to these terms

This will take you to the room booking landing page titled Timetable. From this screen, you will be able to get an overview of your existing booking in the timetable view, which can be configured to show your scheduled bookings by day, week or month.
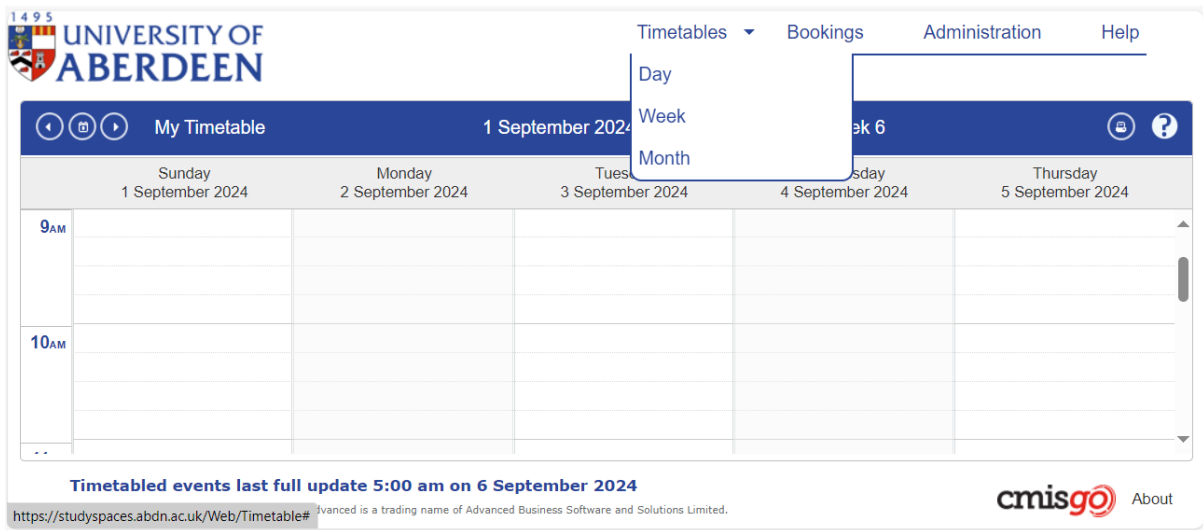
You can use the back and forward arrows to move in time or use the 'Go to date' button

2. Find and book

To search for room availability, click on the bookings tab on the top left corner of the page and select 'Find & Book'.
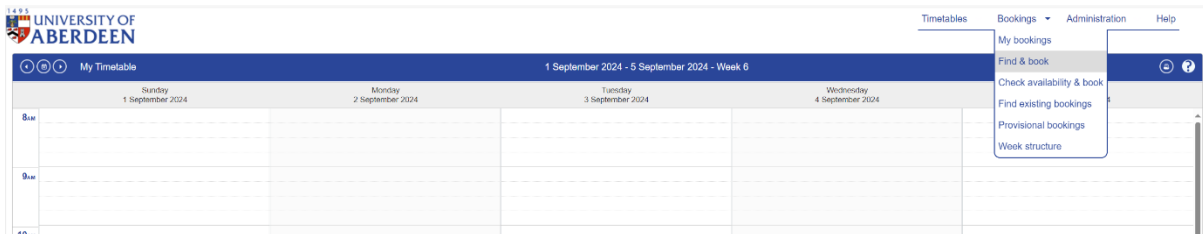
This will open the below window. From this page, follow the steps to your booking confirmation.

Step 1: Where

The number of attendees field is mandatory. To see all rooms available, leave all other options blank. If you have more specific preferences you can select these using Site, Zone etc.

Note: Being too restrictive will limit the available rooms returned.

One you have entered your search criteria, click on the 'Next' button to proceed.

Step 2: When

From this screen, select your start and end time and the date required.

Note:

- Rooms can only be booked 7 days in advance
- Students can only have one booking at a time

Step 3: Select a room

You are now presented with a list of available rooms matching your search criteria.

Click on the + button to view additional room details

Select the + icon for addition information and an image of the room, if this is available.

Bookings are provisional only

These bookings will be flagged to the central room booking team for approval. A confirmation email will be received upon approval.
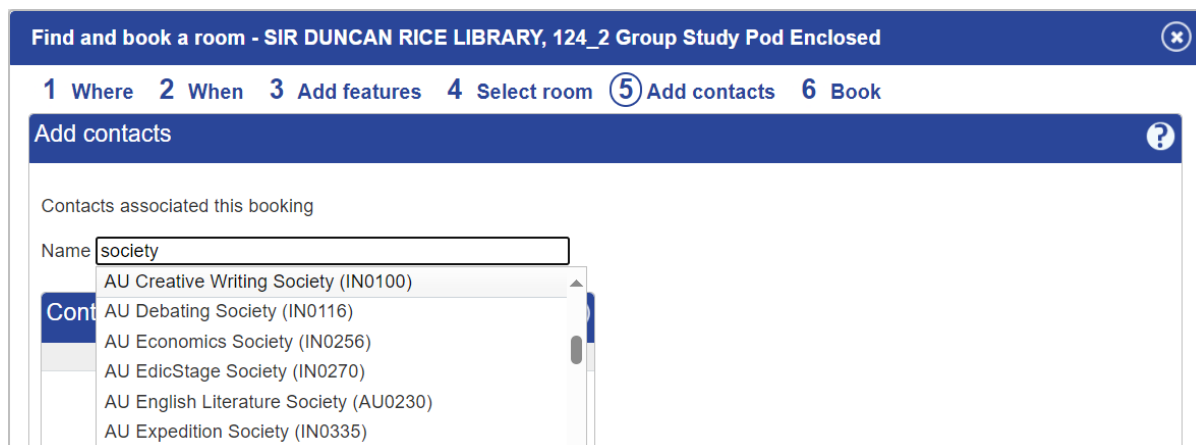

Bookings are confirmed by this process
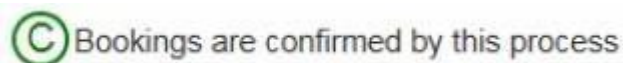
Select your preferred room by clicking the row for the room. The row is highlighted in a darker shade of grey. Click the 'Next' button to proceed.

Step 4: Add contacts

The contact selected field is automatically populated from your user ID used to log in. Therefore, where possible, students should book rooms by logging in with their own username.

Click on the 'Next' button to proceed.

Step 5: Book

This is the final step to your booking. To proceed you will need to add a Name & Reason for your booking.

This screen also gives you a booking request summary based on the criteria entered in the previous steps.

If you are satisfied with the information displayed on this page, click on the 'Book' button to proceed.

Find and book a room - SIR DUNCAN RICE LIBRARY, 124_2 Group Study Pod Enclosed

1 Where **2** When **3** Add features **4** Select room **5** Add contacts **⑥** Book

Book

Name and Reason* | Student's name and contact details if required. |

Booking request summary

| Room | 124_2 Group Study Pod Enclosed |
| Site | SIR DUNCAN RICE LIBRARY |
| Number of attendees 4 |
| Contacts | Aberdeen Geological Society (IN0105) |

Dates and times selected

Week	Date	From	To
7	Mo 9 Sep 2024	9:00 am	10:00 am

Click Book to make your booking.

Previous Book

Step 6: Booking confirmation

You have successfully made a booking! A booking reference is automatically generated. A confirmation email is sent automatically to person booking.

Booking successful

Your room booking has been confirmed, using reference "292184"

Ok
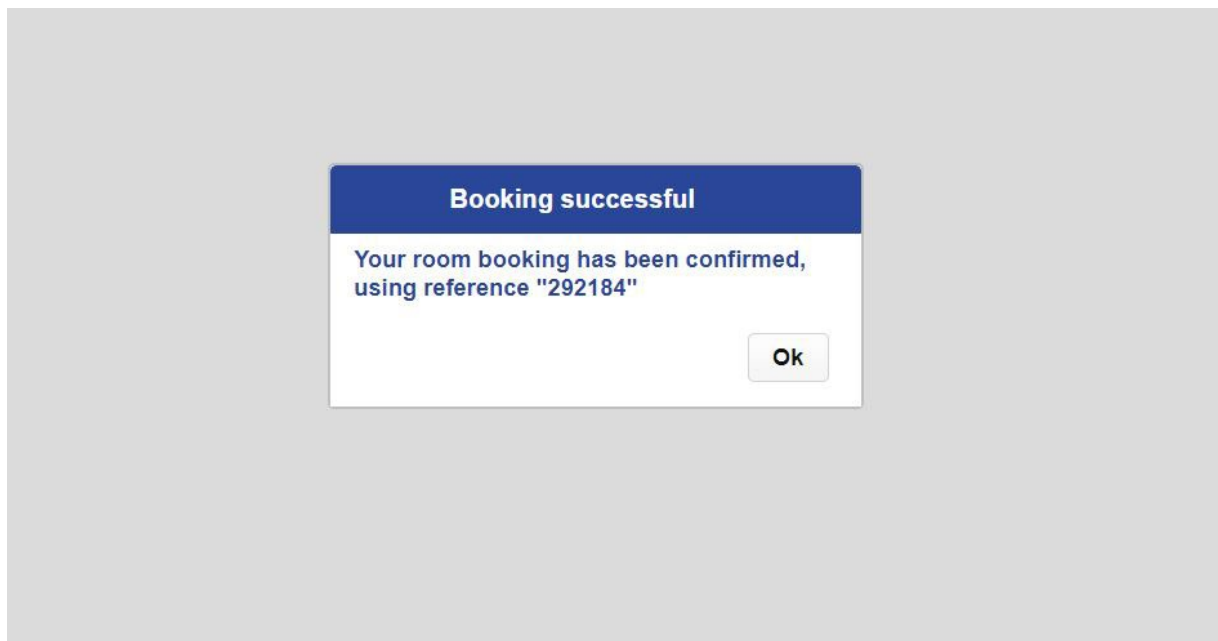
3. Manage bookings

To retrieve your booking, click on the 'Bookings' tab and select 'My bookings'

This will display all your existing bookings

From this page you can manage your bookings. Select your booking by ticking the box on the left of your booking.

Cancel bookings

To select a booking, click on it. You can then cancel your booking by clicking on the 'Cancel' button at the bottom of the page.

A pop-up window will ask you to confirm that you wish to cancel this booking. Click the 'Yes' button to confirm or 'No' to revert back.

Your booking has been cancelled and its status has been updated in the status column.

Please note: bookings cannot be amended. If you need to modify your booking, cancel and re-book it through the 'Find & Book' process demonstrated above.

4. Help & support

You can find more help on how to use CMIS Go by clicking on the 'Help' tab on the top right corner of the page.
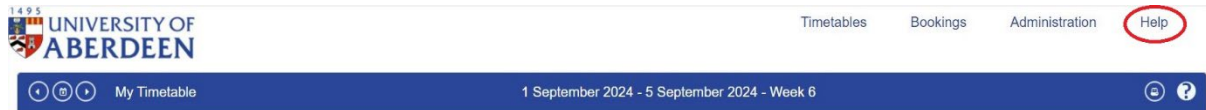
Click on any of the contents tabs to the left to learn more.