

Book a Study Space

CMISGo Room Booking Guide

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

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1. Logging in to book a room

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



University of Aberdeen > Student Hub > Log In

Student Hub

Username|

Sign in

[Set up your IT Account](#)

[Reset Password](#)

Student Hub Home Messages **Report a Problem**

University of Aberdeen > Student Hub

[Communication Preferences](#) **Book Study Space**

Personal Tutor

Calculating the value of NHS outdoor spaces
3 months ago

[How can a Personal Tutor help?](#)

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'.

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.

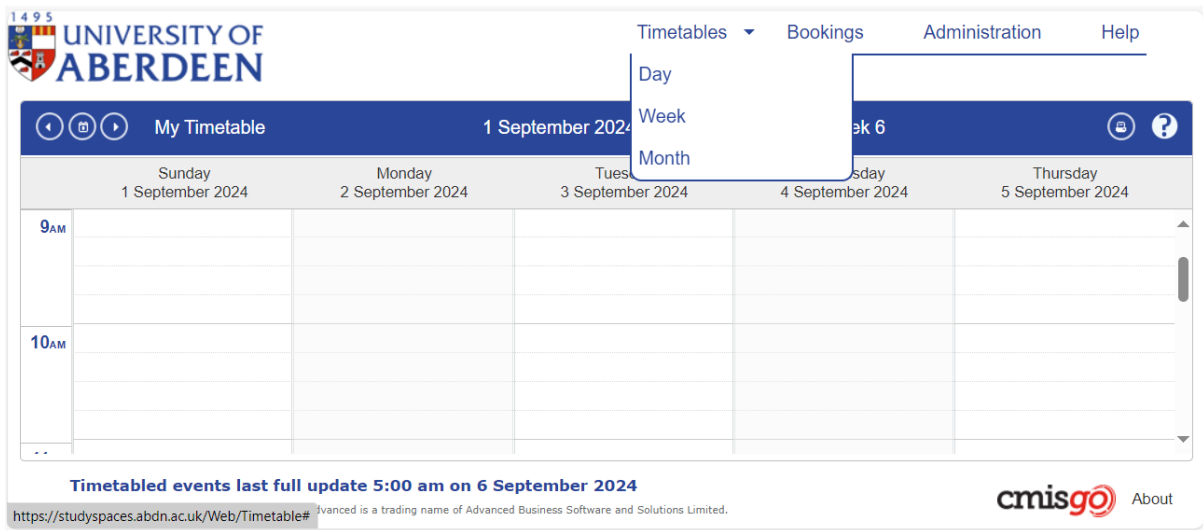
3. Facilities

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

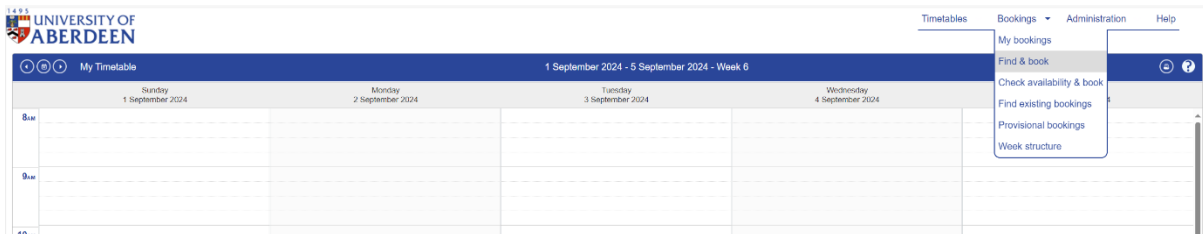
This will take you to the room booking landing page titled Timetable. From this screen, you will be able to get an overview of your existing booking in the timetable view, which can be configured to show your scheduled bookings by day, week or month.



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.

Find and book a room ✕

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

Select where 🗑️ 🗑️ ?

Site	<input type="text" value="SIR DUNCAN RICE LIBRARY"/>	▼	🗑️
Zone	<input type="text" value="Old Aberdeen"/>	▼	🗑️
Category	<input type="text"/>	▼	🗑️
Type	<input type="text"/>	▼	🗑️
Number of attendees*	<input type="text" value="4"/>	▲▼	🗑️

Filter your search for a room. Next

Once 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

✕
Find and book a room

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

?
Select when

Time to

Selected dates and time		Hour			Minute			
am		8	9	10	11	0	5	10
pm		12	1	2	3	15	20	25
		4	5	6	7	30	35	40
		8	9	10	11	45	50	55

24 hours

September 2024
October 2024

Wk	Su	Mo	Tu	We	Th	Fr	Sa	Wk	Su	Mo	Tu	We	Th	Fr	Sa
6	1	2	3	4	5	6	7	10			1	2	3	4	5
7	8	9	10	11	12	13	14	11	6	7	8	9	10	11	12
8	15	16	17	18	19	20	21	12	13	14	15	16	17	18	19
9	22	23	24	25	26	27	28	13	20	21	22	23	24	25	26
10	29	30						14	27	28	29	30	31		

November 2024
December 2024

Wk	Su	Mo	Tu	We	Th	Fr	Sa	Wk	Su	Mo	Tu	We	Th	Fr	Sa
14						1	2	19	1	2	3	4	5	6	7
15	3	4	5	6	7	8	9	20	8	9	10	11	12	13	14
16	10	11	12	13	14	15	16	21	15	16	17	18	19	20	21
17	17	18	19	20	21	22	23	22	22	23	24	25	26	27	28
18	24	25	26	27	28	29	30	23	29	30	31				

Select one or more dates and times. Booking time: min 0:15, max 16:00

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

Find and book a room - SIR DUNCAN RICE LIBRARY, 124_1 Group Study Pod Open

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

Select room

	Room	Number of attendees	Category	Type
+	124_1 Group Study Pod Open	6	Project Room	First Floor
+	124_2 Group Study Pod Enclosed	6	Project Room	First Floor
+	124_3 Group Study Pod Enclosed	6	Project Room	First Floor
+	124_4 Group Study Pod Open	6	Project Room	First Floor
+	124_6 Group Study Pod Open	6	Project Room	First Floor
+	124_5 Group Study Pod Enclosed	8	Project Room	First Floor

Click a row to select a room. Click a + for additional room details.

Previous Next

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


Find and book a room - SIR DUNCAN RICE LIBRARY, 124_1 Group Study Pod Open

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

Selected Details for room - SIR DUNCAN RICE LIBRARY, 124_1 Group Study Pod Open

Bookings are confirmed by this process

Room 124_1 Group Study Pod Open
 Site SIR DUNCAN RICE LIBRARY
 Category Project Room
 Type First Floor
 Features



124_1 Group Study Pod Open

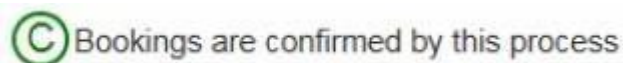
Previous Next Close

Click a row to select a room. Click a + for additional room details.

Previous Next



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

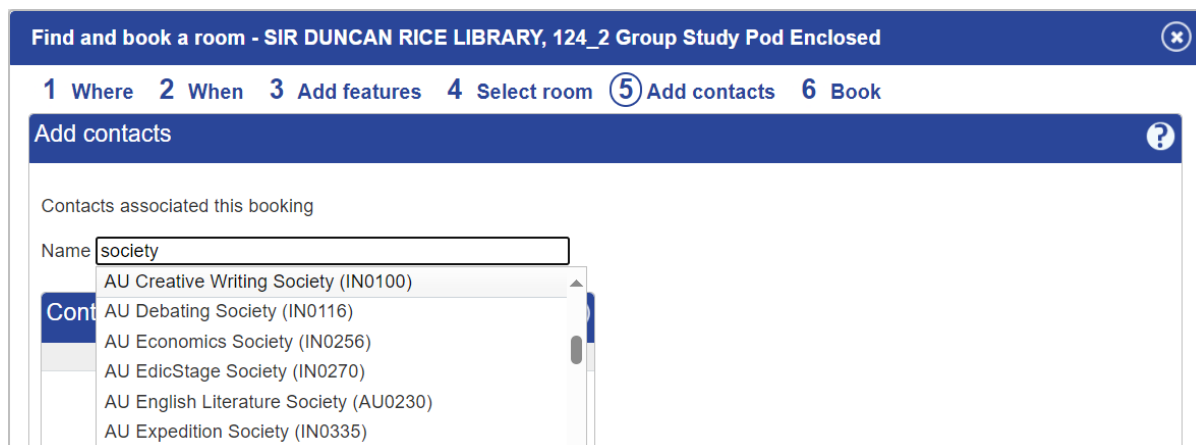


Select your preferred room by clicking the row for the room. The row is highlighted in a darker shade of grey. Click the 'Next' button to proceed.

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*

Booking request summary

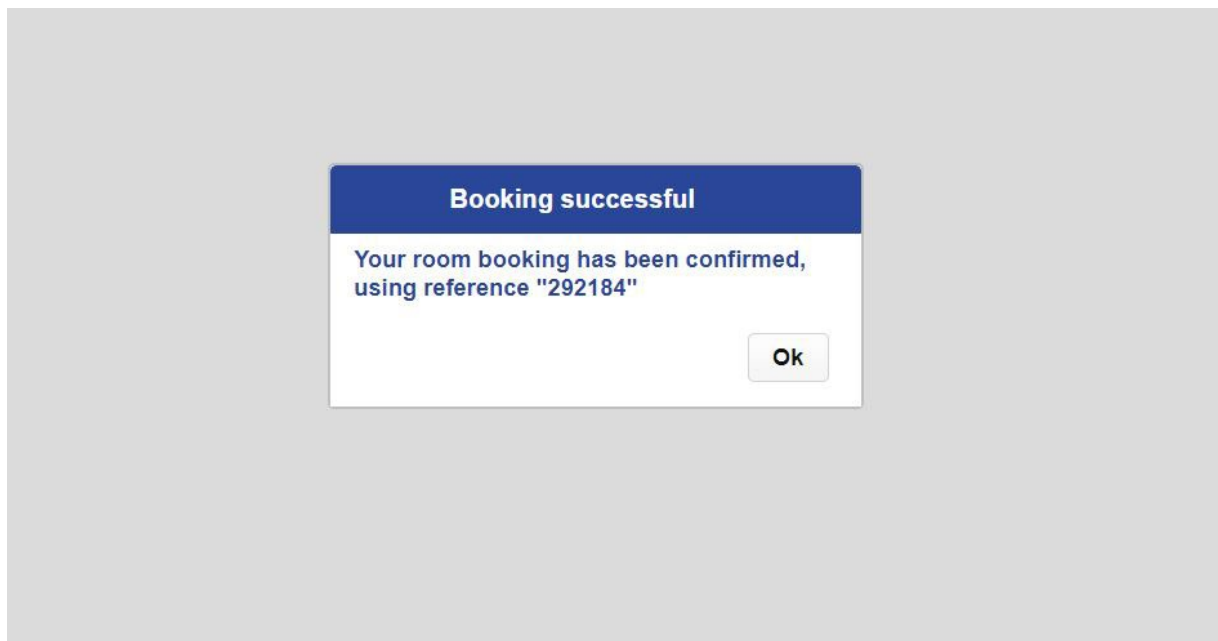
Room	124_2 Group Study Pod Enclosed	Dates and times selected			
Site	SIR DUNCAN RICE LIBRARY	Week	Date	From	To
Number of attendees	4	7	Mo 9 Sep 2024	9:00 am	10:00 am
Contacts	Aberdeen Geological Society (IN0105)				

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.



3. Manage bookings

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

The screenshot shows the University of Aberdeen website interface. At the top, there are navigation tabs: 'Timetables', 'Bookings', 'Administration', and 'Help'. The 'Bookings' tab is active, and a dropdown menu is open, showing options: 'My bookings', 'Find & book', 'Check availability & book', 'Find existing bookings', 'Provisional bookings', and 'Week structure'. Below the menu, a calendar view is displayed for 'Week 8' from '15 September 2024' to '19 September 2024'. The calendar shows columns for 'Tuesday 17 September 2024' and 'Wednesday 18 September 2024'. The main area of the calendar is currently empty.

This will display all your existing bookings

Bookings are confirmed by this process

Bookings are provisional only

Cancelled bookings

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

The screenshot shows the 'My bookings' page on the University of Aberdeen website. At the top, there are navigation tabs: 'Timetables', 'Bookings', 'Administration', and 'Help'. The 'Bookings' tab is active. Below the navigation, there is a header for 'My bookings' with several icons (list, minus, lock, help). A table displays the booking details:

<input type="checkbox"/>	Status	Ref	Booked by	Day	Dates	Start	End	Site	Room	Contacts
<input type="checkbox"/>		292184		Tu	Sep 24	10:00 am	11:00 am	MACROBERT	MR250 (22)	

At the bottom of the page, there are two buttons: 'Cancel bookings' and 'Remove weeks'. On the right side, there is a checkbox labeled 'include bookings from the past' which is currently unchecked.

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.

1495 UNIVERSITY OF ABERDEEN Timetables Bookings

My bookings

<input type="checkbox"/>	Status	Ref	Booked by	Day	Dates	Start	End	Site
<input checked="" type="checkbox"/>	C	292184		Tu	Sep 24	10:00 am	11:00 am	MACROBERT

Cancel bookings Remove weeks

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.

CANCEL these bookings?

Status	Reference	Day	Time	Date(s)	Site & Room	Booked by	Contacts
C	292184	Tu	10:00 am	Sep 24	MACROBERT, MR250 (22)		

Yes No

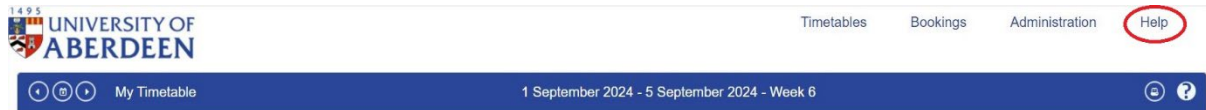
Your booking has been cancelled and its status has been updated in the status column.

My bookings									
Status	Ref	Booked by	Day	Dates	Start	End	Site	Room	Contacts
	292184		Tu	Sep 24	10:00 am	11:00 am			

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.

Help

Help

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Your timetable in a web browser

When you start your timetable will be displayed, using the default timetable view which displays the current week. An example is shown below.

The screenshot shows the 'My Timetable' interface for the week of 9 September 2013 to 13 September 2013. It displays a grid of events. The 'Fluid Mechanics' event on Wednesday, 11 September 2013, is highlighted with a red border. A message at the bottom of the grid states: 'Timetabled events last updated 4:04 pm on 30 May 2014'. The 'cmisgo' logo is visible in the bottom right corner of the screenshot.

Any events that have changed since you logged in last will be highlighted with a red border as shown above. There is also a message at the bottom of the screen informing when the timetabled events were last updated from the main timetabling system.

You can change this view from the **Timetables** menu to be a single day by selecting the **Day** option or to be a Month by selecting the **Month** option as shown below.

Timetables
Bookings
Administration
Help

Day
Week