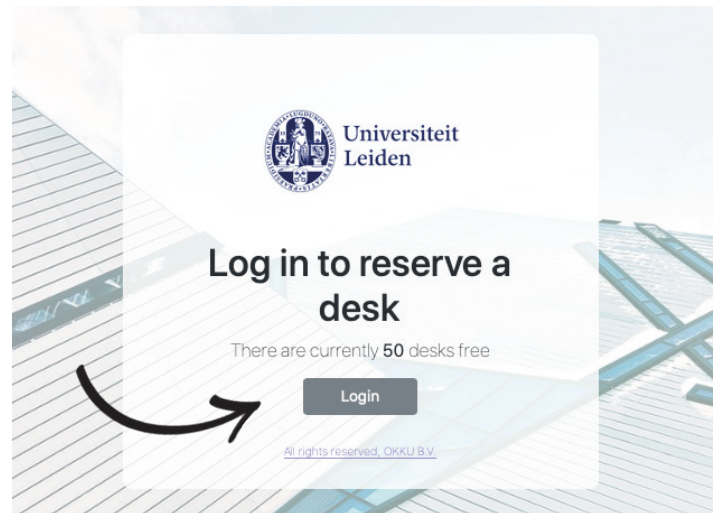


Quickstart Guide **SharedDesk**

Reserving a study space

1. Go to universiteitleiden.okku.io.
2. Click on the login button.



3. Log in using your own Leiden University credentials. If you are using the system for the first time, you need to accept the conditions.

A screenshot of the login form. It features the Universiteit Leiden logo and the word "Inloggen" in the top right. The form has two input fields: "Gebruikersnaam (Vergeten?)" and "Wachtwoord (Vergeten?)". Below the password field is a checkbox labeled "Onthoud mijn gebruikersnaam". At the bottom right is a dark blue "Inloggen" button with a right-pointing arrow. At the bottom left, there is a link "Account activeren?". At the very bottom, there is a link "Meer informatie" and a language selector for "English" with a flag icon.

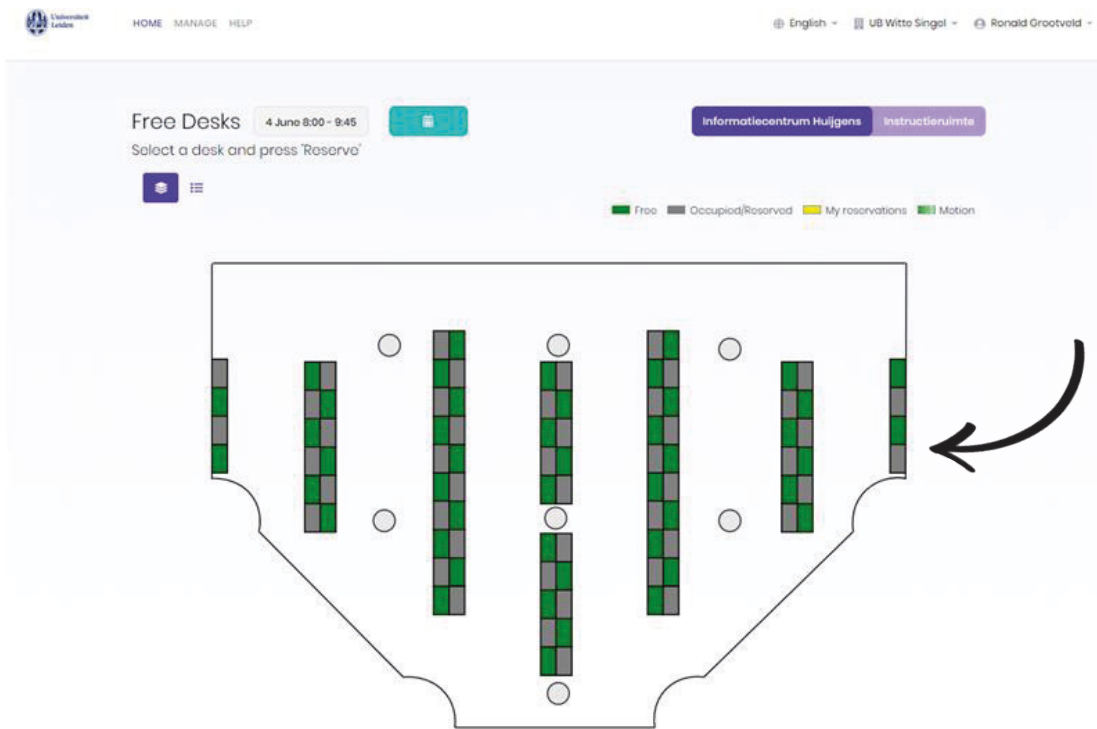
4. You are now logged in. Depending on the device you are using, your landing page is a list or a map of available places. Switch between views using the following button.



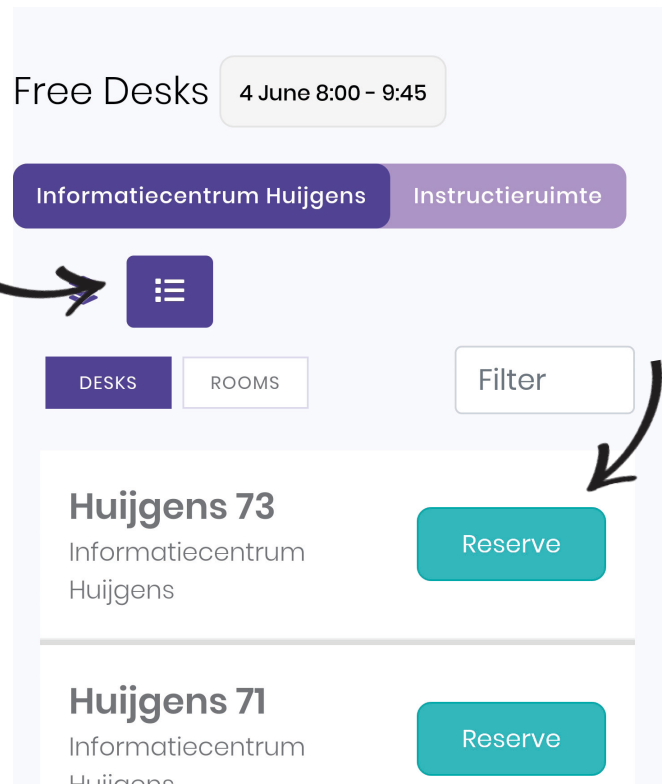
5. Available places are shown for a specific time slot. The default setting is the next available time slot. If you want to see available places for a different time slot, click the calendar button.



6. To make a reservation in map view mode, click on an available desk.



7. To make a reservation, switch to the list view mode and press the reserve button.



8. You will receive confirmation of the reservation through email. Show this on arrival at the location (or print a hard copy version if you do not have a smart device).

9. You can view your reservations in the menu: click on [your name] → [my reservations].