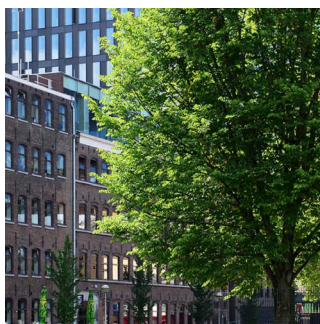


# Quickstart guide

## Okku reserveringsysteem

1. Go to [uva.okku.io](https://uva.okku.io)



Login met je UvAnetID of UvA-mailadres

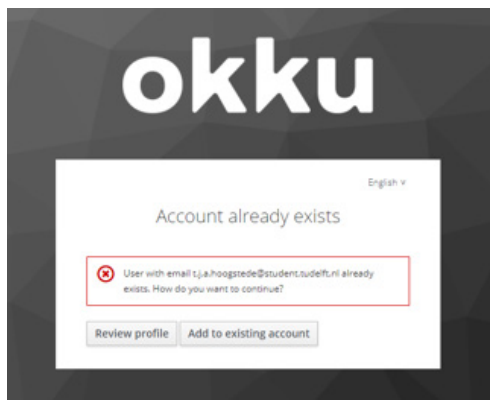
Login

De informatie op deze pagina is alleen toegankelijk voor bezoekers met een UvAnetID of UvA-mailadres.

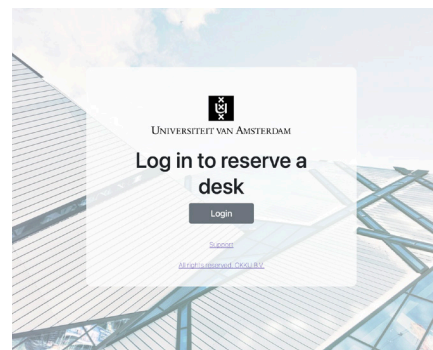
Voor de veiligheid moet je uitloggen en je browser sluiten wanneer je geen toegang meer nodig hebt tot afgeschermd applicaties!

[Uw beheeraccount aanmaken?](#)

3. We have already created an account for you to match you to the right faculty. You will be asked to add that existing account to your SURFconext account. Please do so to use our service.



5. You will see a screen like the one on the right.



2. Login with your UvA credentials via SURFconext and authorize Okku to retrieve your SURFconext data.

Okku workplace reservation system and sensor technology | Okku needs your information before logging in

The service needs the following information to function properly. These data will be sent securely from your institution towards Okku workplace reservation system and sensor technology | Okku via SURFconext.

The following information will be shared with Okku workplace reservation system and sensor technology | Okku:

Universiteit  (You do not need to reconfirm!)

First name

Surname

Email address

Affiliation

Organization

Preferred Language

SURFconext Institution

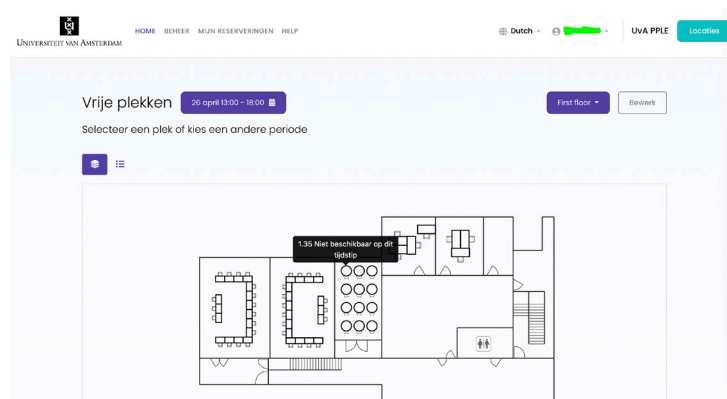
Identifier

Do you agree with sharing this data?

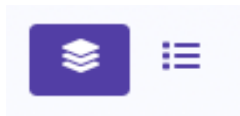
Yes, proceed to Okku workplace reservation system and sensor technology | Okku

No, I do not agree

4. Click "Add to existing account". You will receive an email from Okku Admin. Please click on the link in the email within 5 minutes.



4. By default we show free studyspots at this moment. Would you like to see availability at another moment hit the date/time button.



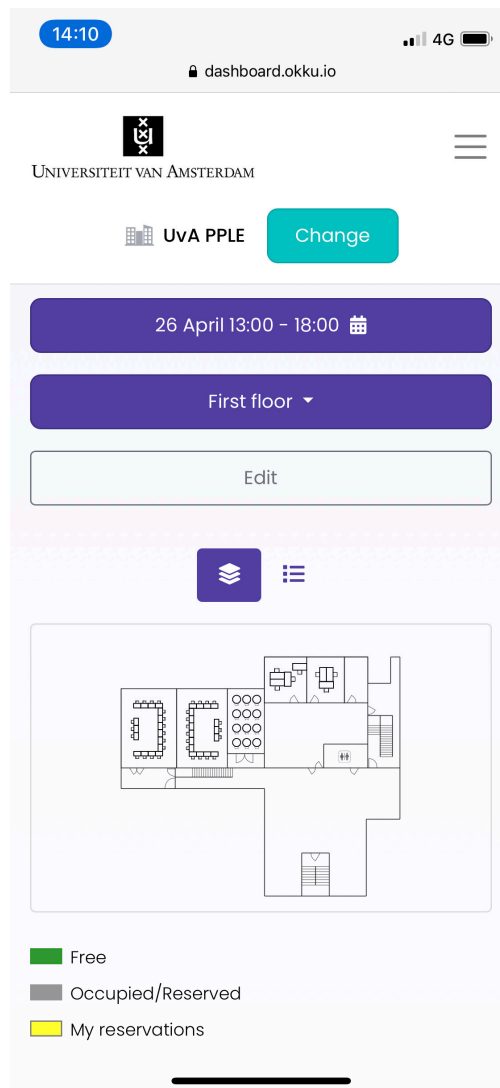
6. Use the above icon to switch between map and list view.

7. To change floors, click on the button with the floorname.

8. Does your organization have multiple locations at which you can study? You can switch locations by clicking the Change button.

9. Your reservations can be found and cancelled under “my reservations”.

9. Do you see a message that tells you that you are not assigned to an organization? Please visit the FAQ page and leave a message.



**For other question visit [docs.okku.io](https://docs.okku.io)**