

# NUST VENUE BOOKING SYSTEM

*USER GUIDE*



NAIBIA  
UNIVERSITY  
OF SCIENCE AND  
TECHNOLOGY

Venue Booking  
System

[Log In](#)

# NUST VENUE BOOKING SYSTEM

Welcome to the NUST Venue Booking System.

This system allows you to reserve study carrels, cubicles, discussion rooms, and relaxation rooms in the library and HTTPS from anywhere. For library venues, collect the key at the reference point in the library. Post-Graduate students should head over to HTTPS.

To log in, use your NUST domain credentials e.g. 123445565@nust.na followed by your domain password. You can view the user guide on how to book a study venue [here](#)



The NUST Library uses an on-line self-booking system for the discussion rooms, study carrels and relaxation rooms for students and staff members. Additionally, HTTPS study cubicles can also be reserved by post-graduate students on this system.

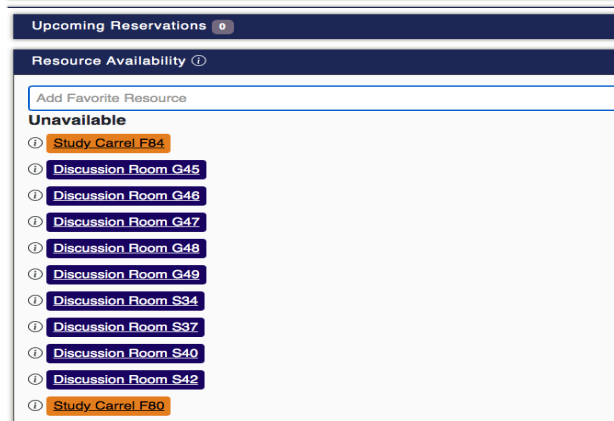
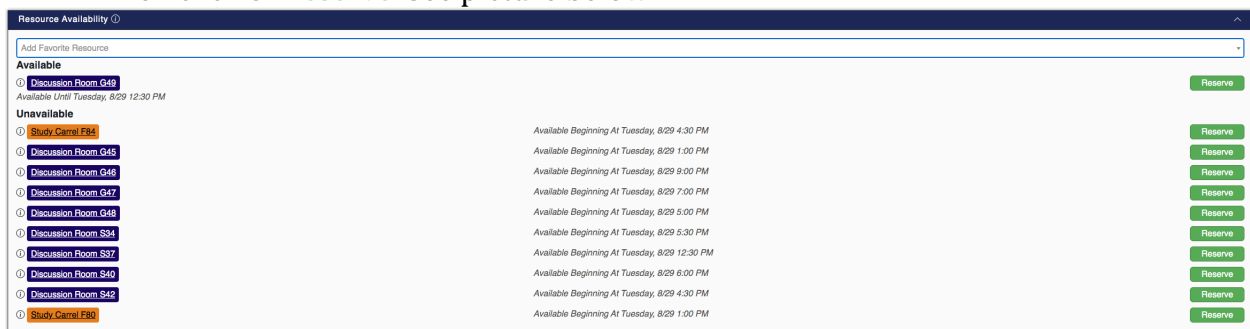
You can reserve any room from wherever you are. To book any of the rooms, locate the site at <https://booking.nust.na> and log in with your domain credentials e.g. [123445565@nust.na](mailto:123445565@nust.na) followed by your domain password, **NO REGISTRATION IS REQUIRED**.

## How to create a reservation: Library Venues

Once you are logged in the system, you can reserve a room as follows:

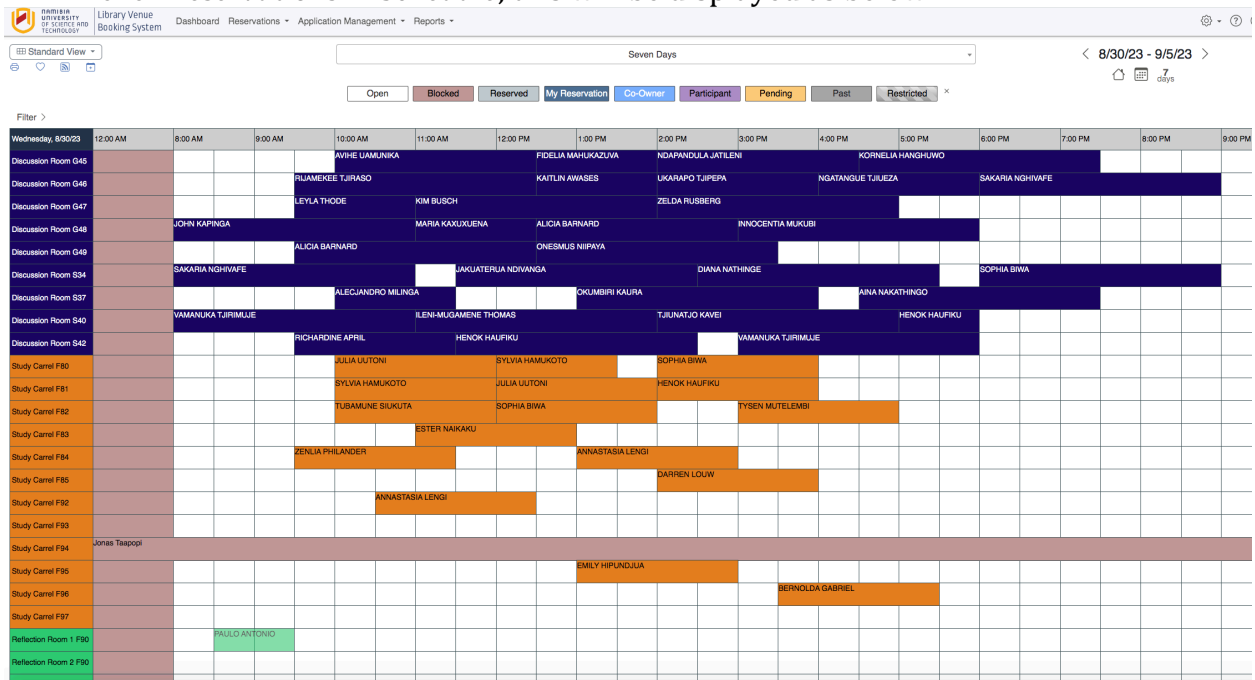
### Step 1

- You can reserve any resource from the **homepage/dashboard**. On your dashboard check the list of available rooms.
- Hover over the resource to read the description and the rules applicable.
- Then click on **reserve**. See picture below:



- Notice that only a few resources are listed on your dashboard, you can add your favorite resources by clicking on the drop-down menu under *Resource Availability*.

- You can also reserve a resource from the **reservation page**. On your toolbar menu click **Reservations >>Schedule**, this will be displayed as below:



- With the overview of the schedule, you can easily spot the open slots (white space) for each resource.
- Click in any of the white/open spaces to commence your booking process.

## Step 2

- Select and adjust the time for occupying the room (*not more than 3 hours for Discussion Rooms, and not more than 2 hours for the Study Carrels*).
- Once you have selected the *begin* and *end* time, notice that the system will show you how many hours have been booked – ensure that your booking is within the recommended time as mentioned above.

## Step 3

- Add participants (**NOT APPLICABLE TO REFLECTION ROOMS**).
- Only one person books the venue and add other members as participants.
- To add participants, simply type and click on the users' names once it pops up as follows:

Begin: 8/29/2023 6:00 PM End: 8/29/2023 9:00 PM 3 hours [View Availability](#)  
 Repeat: Does Not Repeat  
 Resources: 1 [Change](#)  
 Discussion Room G45  
 Participants: 2  
 MARIAH IITA (220083649@NamibiaUST.onmicrosoft.com) [x](#) [v](#) [Add](#)  Allow Others To Join  
 GIVEN IGONTEB [x](#)  
 MARIAH IITA [x](#)  
 Description

- **NB:** The system only allows addition of participants to the booking if they signed up by simply logging into the system.

### Step 5

- Click on *create* in the right-hand corner to complete your reservation.

[Settings] [Help] [Sylvia] [v](#)  
[Close](#) [Create](#)  
 [Description Field]  
 [Description Field]

### Step 6

- With your student card, collect the key from the staff at the Reference Desk in the library. Be sure to return the key upon the end of your reservation.
- **NB: Keys returned later than 15 minutes after due time will be regarded late and a fine will be issued on your library account.**

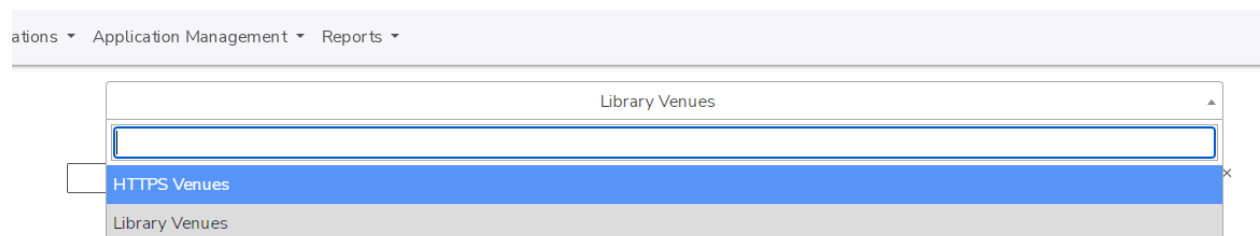
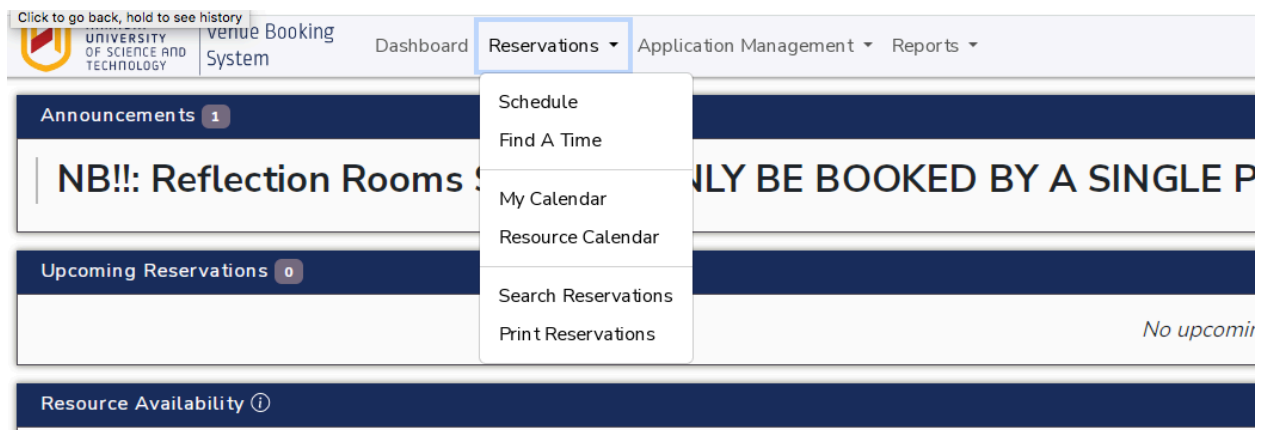
## How to create a reservation: HTTPS Venues

***NB! The study cubicles at HTTPS are only available for Post-Graduate students' masters and PhD students.***

Once you are logged in the system, you can reserve a cubicle at HTTPS as follows:

### Step 1

- You can reserve any resource from the **homepage/dashboard**. On your dashboard check the list of available cubicles.
- Hover over the resource to read the description and the rules applicable.
- Then click on **reserve**.
- Alternatively, if you cannot see all the resources from your dashboard, click on **Reservations>>schedule>>HTTPS Venues**
- See picture below:



- Below is an overview of the entire schedule.
- With the overview of the schedule, you can easily spot the open slots (white space) for each resource.
- To commence your booking process, click in any of the white/open spaces.

The screenshot displays the 'HTTPS Venues' schedule overview. It features a header with 'Standard View', a search bar for 'HTTPS Venues', and a filter bar with buttons for 'Open', 'Blocked', 'Reserved', 'My Reservation', 'Co-Owner', 'Participant', 'Pending', 'Past', and 'Restricted'. Below the filter is a 'Filter >' link. The main area is a grid showing the schedule for Tuesday, 2/27/24, with columns for time slots from 12:00 AM to 2:00 PM and rows for Cubicle 1 through Cubicle 8. The 12:00 AM to 7:30 AM slots are shaded red, indicating they are blocked or reserved.

Tuesday, 2/27/24	12:00 AM	7:30 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM
Cubicle 1	Blocked	Blocked							
Cubicle 2	Blocked	Blocked							
Cubicle 3	Blocked	Blocked							
Cubicle 4	Blocked	Blocked							
Cubicle 5	Blocked	Blocked							
Cubicle 6	Blocked	Blocked							
Cubicle 7	Blocked	Blocked							
Cubicle 8	Blocked	Blocked							





## How to adjust and delete reservations.

You can adjust your reservation by adding, removing users, changing reservation time/date or even delete the reservation.

- To add or remove participants to your booking, click on your name or the booking you made on the ***Dashboard>>Reservations>>schedule*** tab.

Upcoming Reservations 1				
Today (1)	(no title)	Sylvia Umana	Wednesday, 8/30 4:00 PM	Wednesday, 8/30 6:00 PM
Tomorrow (0)				Study Carrel F80
Later This Week (0)				
Next Week (0)				

		AINA NAKATHINGO		
4:30 PM	O KAVEI		HENOK HAUFIKU	RICHARDINE AP
	FRANKLIN VAMANUKA TJIRIMUJE BAISAKO			
	SOPHIA BIWA	Sylvia Umana		
	HENOK HAUFIKU			
		TYSEN MUTELEMBI		

- Next, edit your reservation by adding or removing participants as indicated below.

Begin: 8/29/2023 6:00 PM | End: 8/29/2023 9:00 PM | 3 hours |  View Availability

Repeat: Does Not Repeat

Resources: 1 Change  | Discussion Room G45

Participants: 2

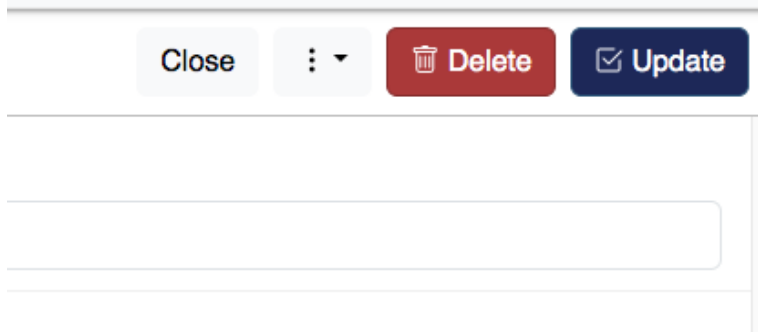
MARIAH IITA (220083649@NamibiaUST.onmicrosoft.com) x | Add   Allow Others To Join

GIVEN IGONTEB  x

MARIAH IITA  x

Description

- Click on ***Update*** in the right-hand corner to effect the changes.
- To delete your reservation, click on ***Delete*** in the right-hand corner.



**NB: RESERVATIONS CAN ONLY BE EDITED BEFORE THE TIME OF COMMENCEMENT. E.G if your reservation starts at 08:30 you can only make the above adjustments before 8:30.**

***END OF GUIDE***