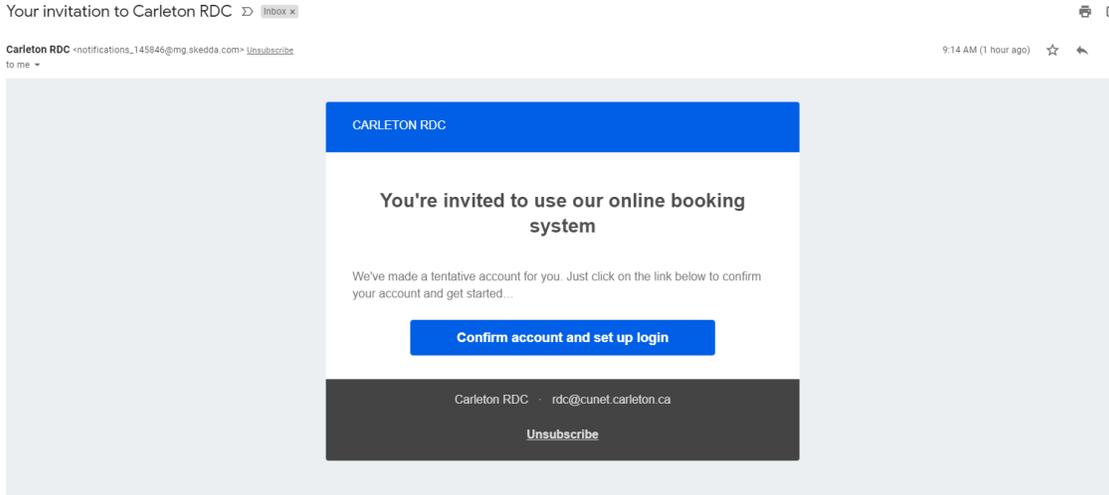
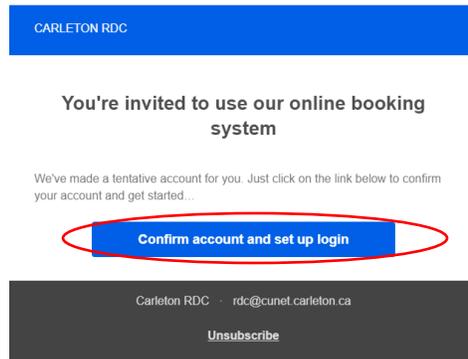


## Account Setting up

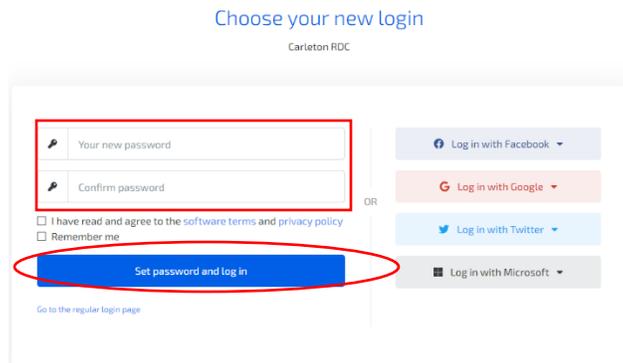
Once you are granted access to the Carleton RDC, we will send you an email invitation through Skedda (notifications@skedda.com) to confirm your account and setup your login.



Click 'Confirm account and setup login' and follow through instructions to continue.



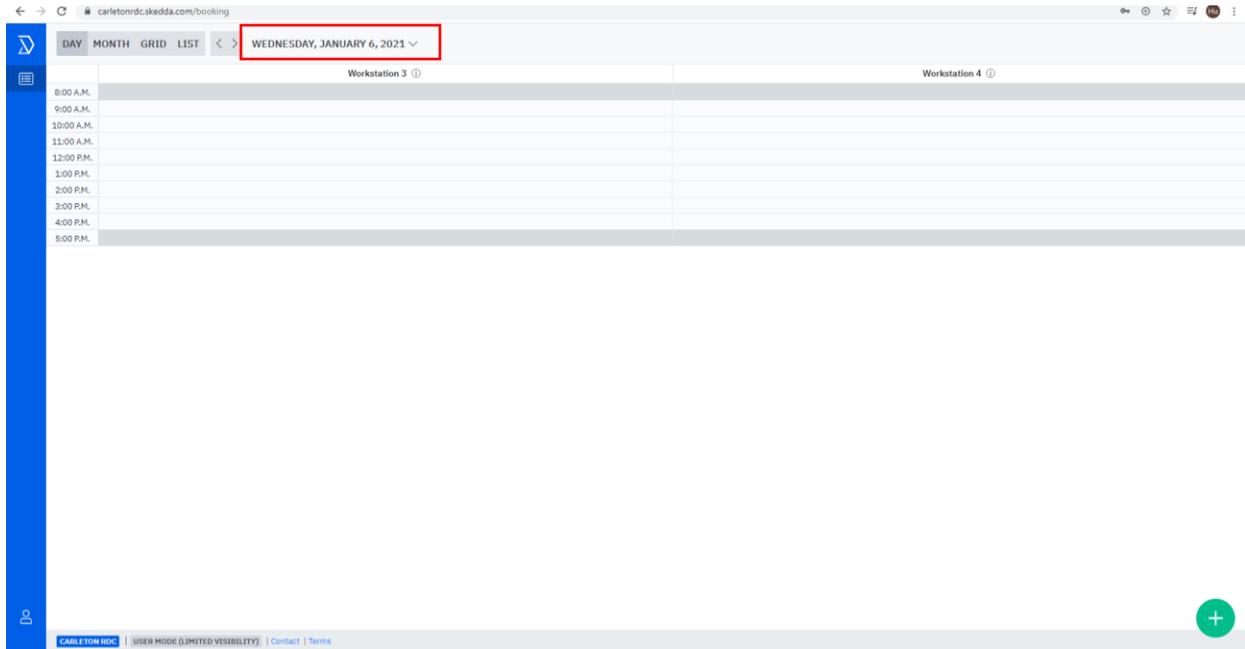
Choose and confirm your password to complete set up.



## Making a reservation

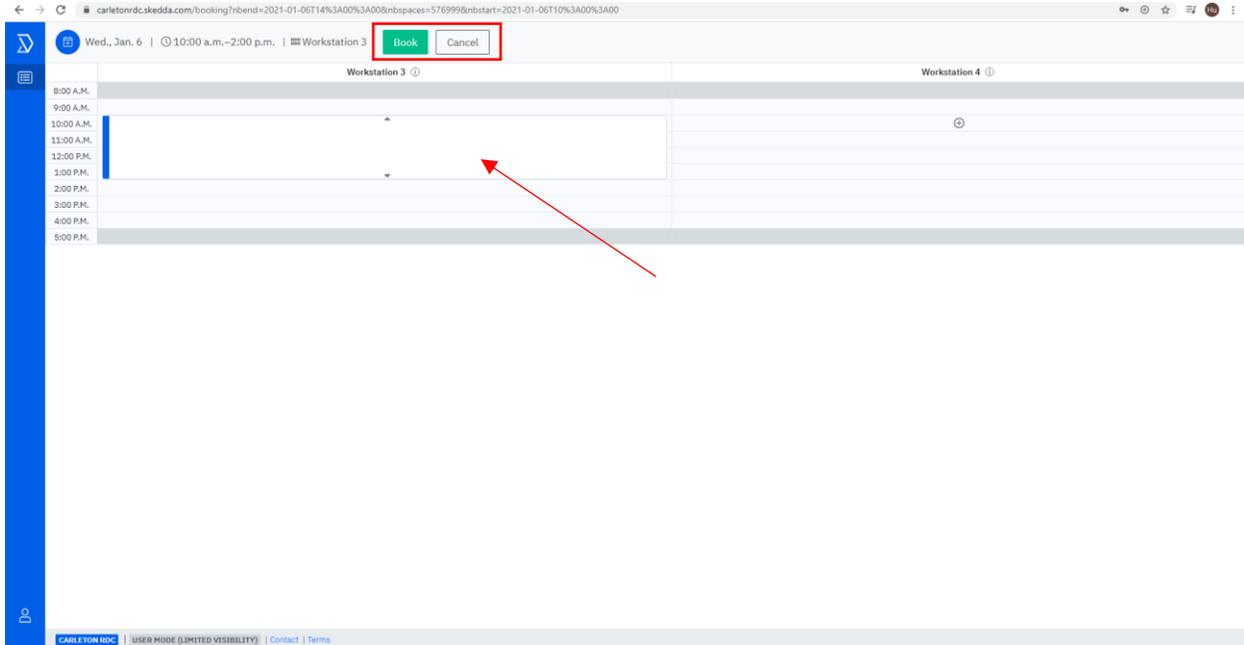
Type in the URL <https://carletonrdc.skedda.com/booking> in your browser to take you to the booking page as shown below

Select the date that you would like to book from the top right ribbon (as highlighted below)

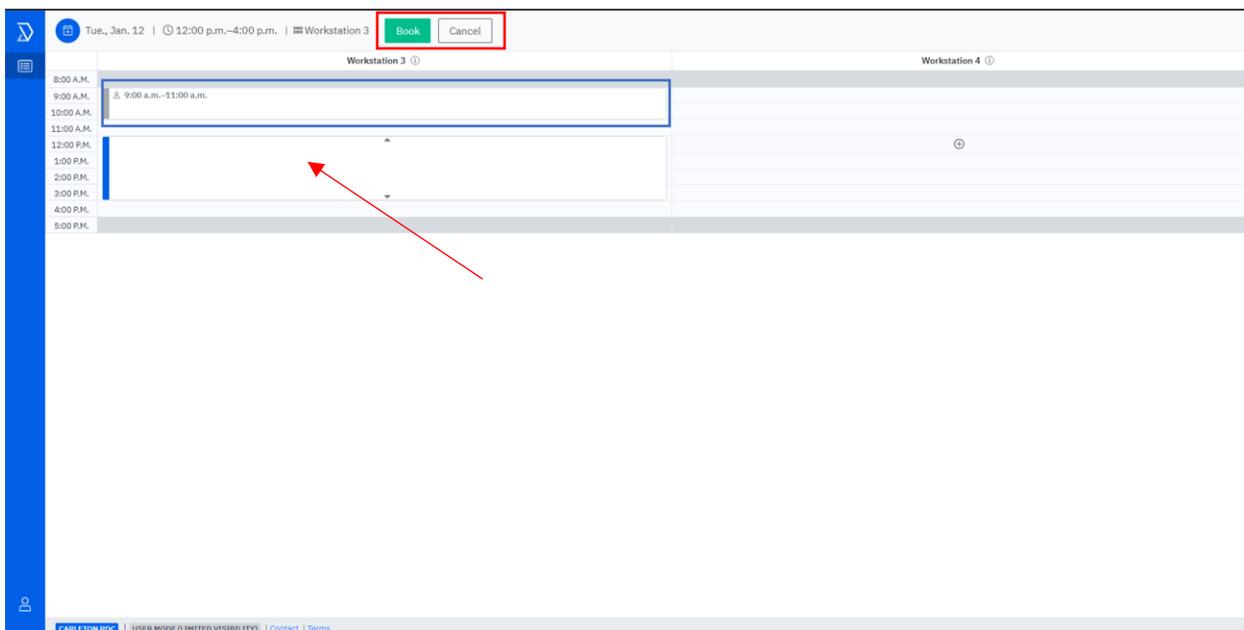


The screenshot shows a web browser window with the URL [carletonrdc.skedda.com/booking](https://carletonrdc.skedda.com/booking). The page features a blue sidebar on the left with a menu icon and a user profile icon. The main content area is a grid for booking reservations. At the top of the grid, there are tabs for 'DAY', 'MONTH', 'GRID', and 'LIST', followed by a date selector dropdown menu. The date 'WEDNESDAY, JANUARY 6, 2021' is selected and highlighted with a red box. Below the date selector, the grid is divided into two columns labeled 'Workstation 3' and 'Workstation 4'. The rows represent time slots from 8:00 A.M. to 5:00 P.M. in one-hour increments. The footer of the page includes the text 'CARLETON RDC | USER MODE (LIMITED VISIBILITY) | Contact | Terms' and a green plus sign icon in the bottom right corner.

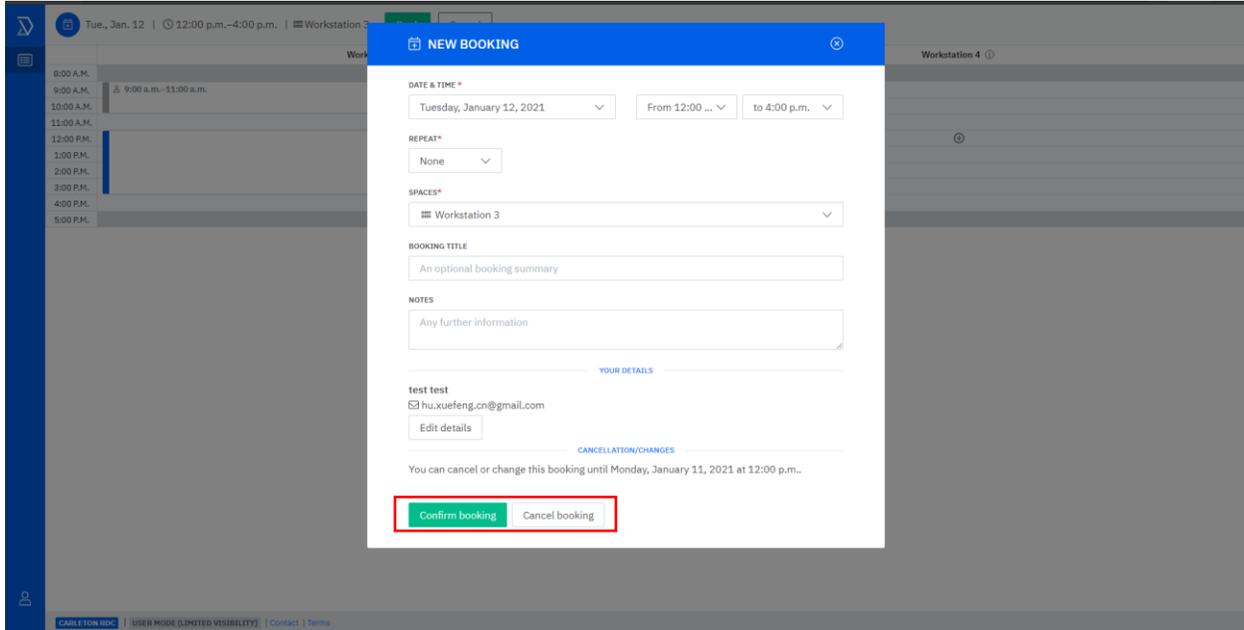
Select a workstation and the time that you would like to book. The example below shows that the researcher wants to book workstation 3 from 10am to 2pm.



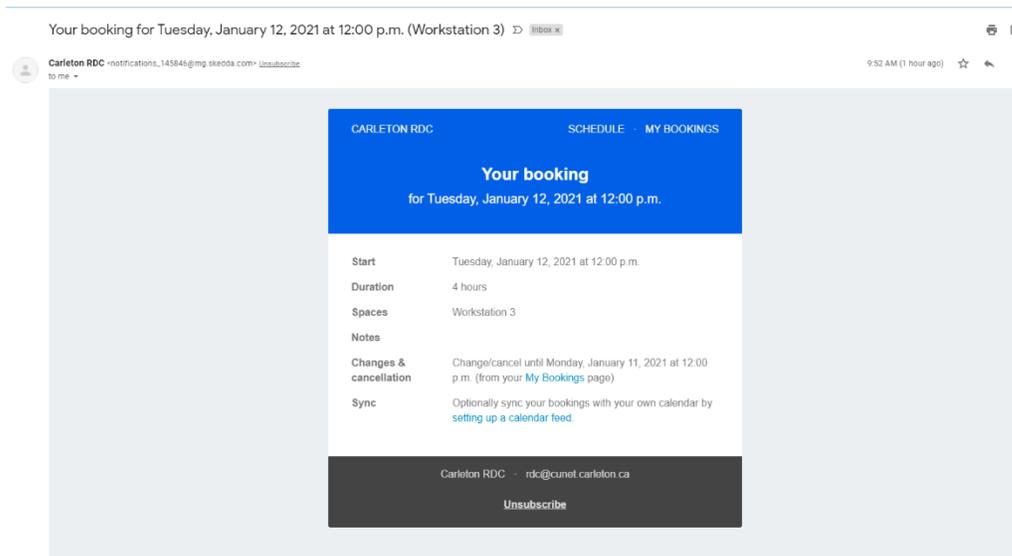
Researchers can see basics (date, time and spaces) of other bookings, but not booking holder and title. The example below shows that workstation 3 has been booked from 9am to 11am, the researcher would like to book 12pm to 4pm.



After clicking the 'book' button on the top panel, a window will pop up with details of your reservation. Click the 'Confirm booking' button below if you are satisfied with your selection or click the 'Cancel booking' button if you wish to cancel or make changes to your selection.



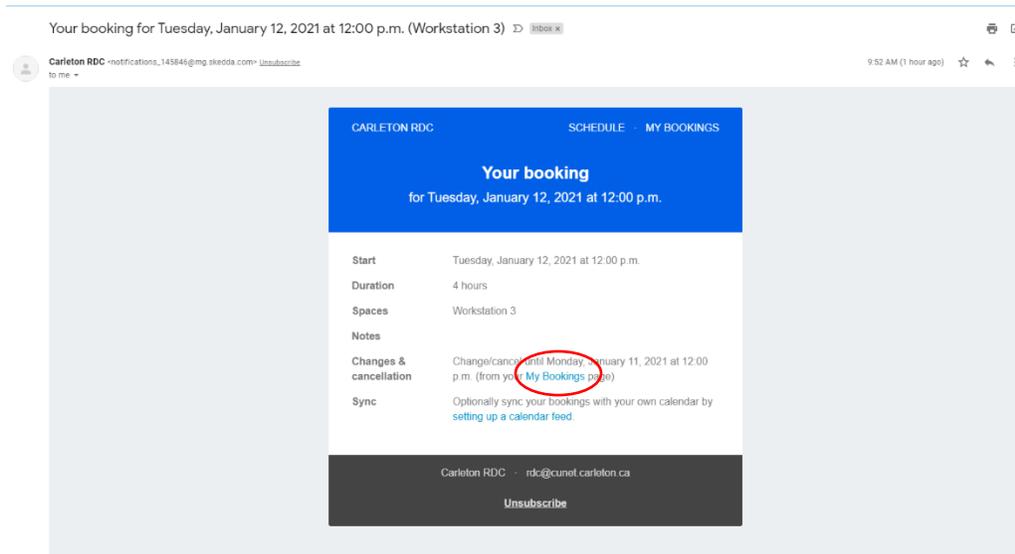
A confirmation with your booking details will be sent to your email once you complete booking (see example below)



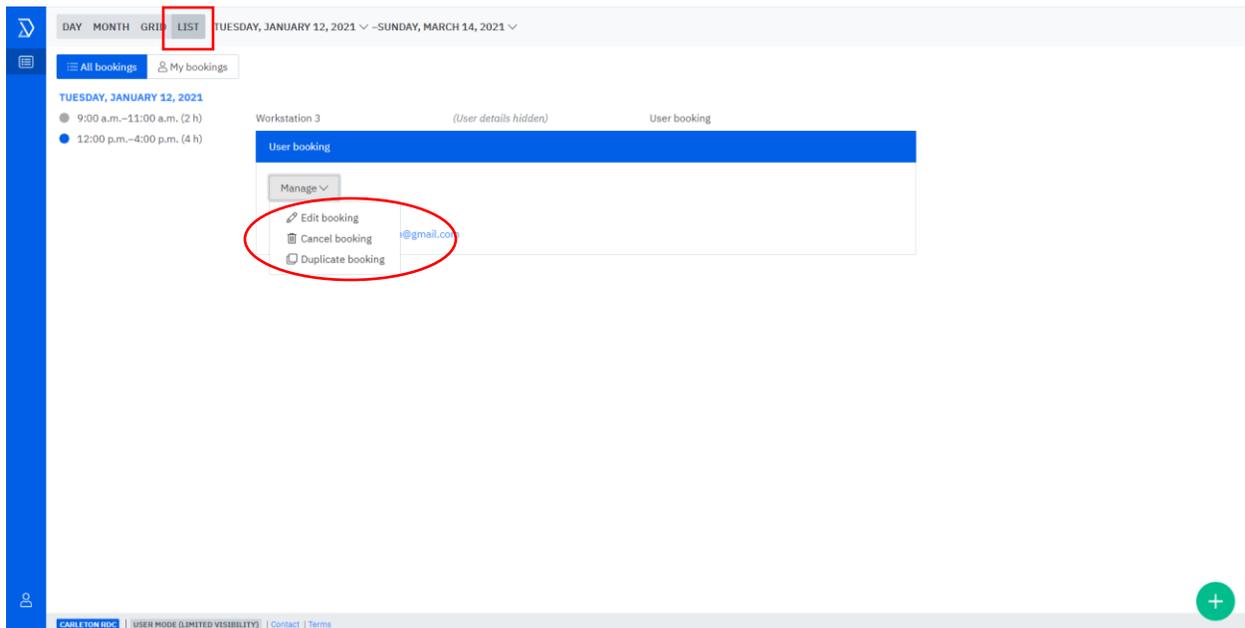
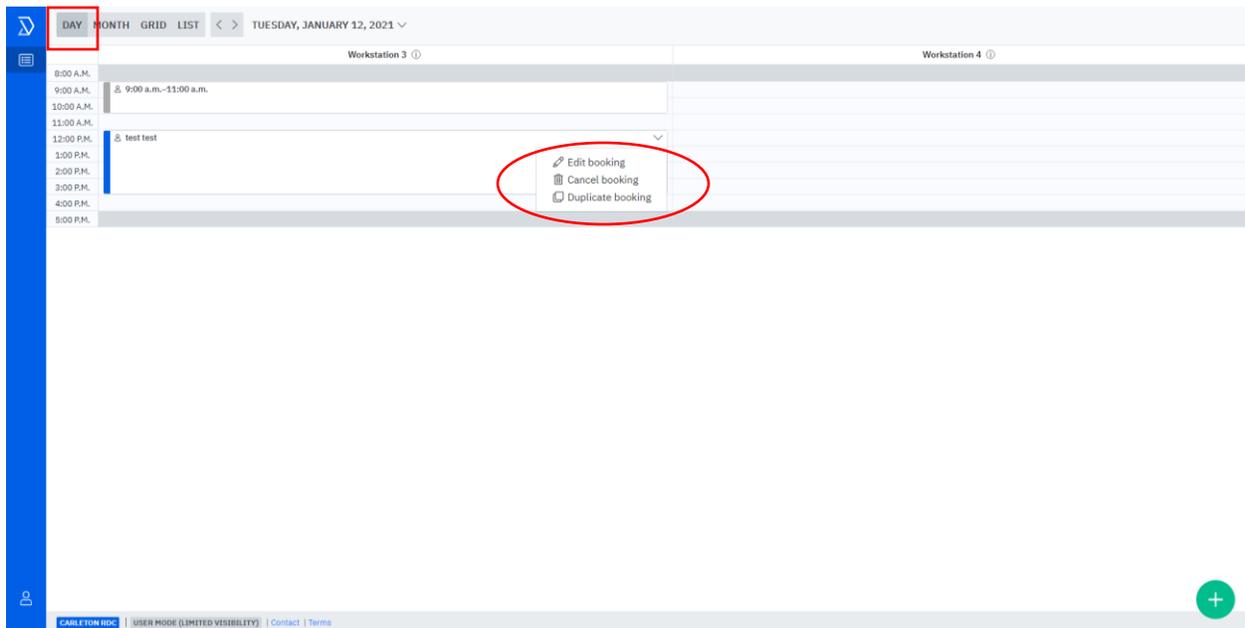
## Changing or Cancelling a booking

Either login with your credentials directly at [https:// carletonrdc.skedda.com](https://carletonrdc.skedda.com);

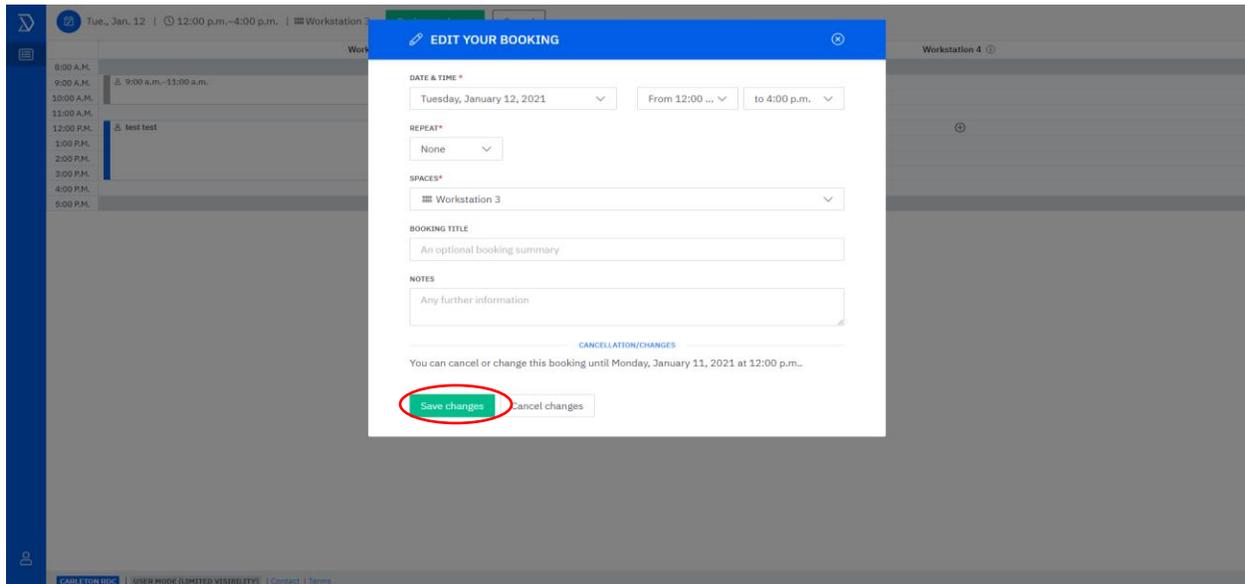
OR go to the email confirmation of your booking which you wish to change/cancel, and click on 'My bookings' link (as shown in the image below) to take you to the booking



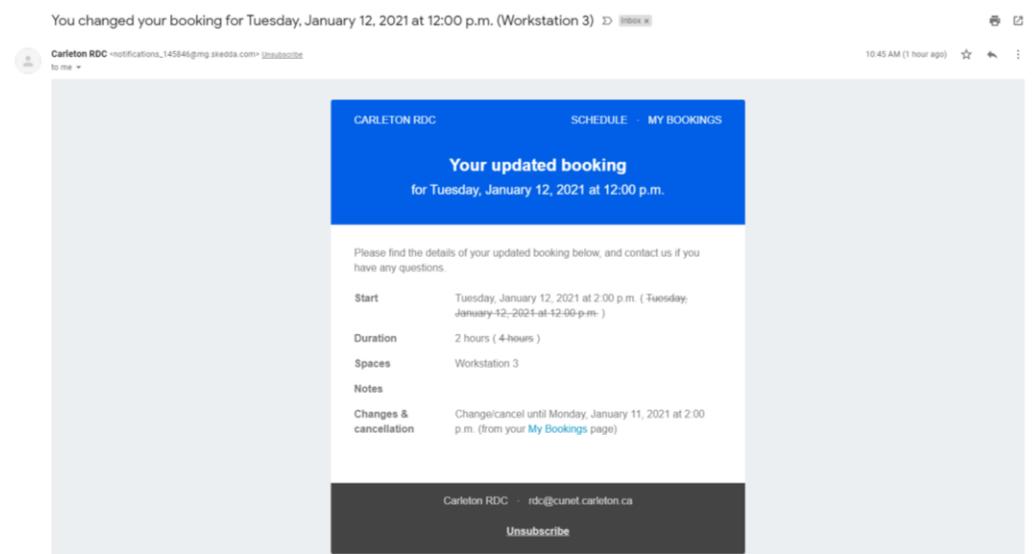
Click on your booking and options to modify your booking will pop up.



Follow through to make changes or cancel your booking



A confirmation mail of your change/cancellation will be automatically sent to your email once you complete booking (see examples below for changing of booking hours)



Alternatively, during office hours, you can place a request to book or change/cancel your reservations. You will receive an email confirmation as soon as your request is processed.

For further support, email [rdc@cunet.carleton.ca](mailto:rdc@cunet.carleton.ca) or call (613) 520-2600 ext 5070, Tuesday to Thursday, 10am to 4pm.