

How to Book an Alumni Single Study Seat

After you have logged in using your CBS Alumni log in¹, this is the page you should see

1. Select the preferred building and date. Choose the start time and the length of time you wish to book the room for. Please remember that there is a limit of 40 lessons per week for a single study seat.
Press 'Next'.

1 Location

Select building and type of booking

Building: All buildings

2 Date

Choose a single date or book multiple days in multiple weeks.

Select from the calendar

Calendar: juni 2016

ma	ti	on	to	fr	le	sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

3 Time

Select a preferred start time. You can adjust it later.

Preferred Start: 8:00

Duration (hours, minutes): 1:50

Next >

[Book a seat](#) [my bookings](#) [sign out](#)

2. Here you see the seats available to you, matching the criteria you have entered. Select the preferred room, or choose " Show more options" to view more available seats, and press 'Next'

4 Select from the following options available on 22-06-2016

Time	Size	Name	Facilities
8:00-9:50	1	CBS Library SP 2nd Floor 2-057 - Study Seat	Laptops allowed - Locker available
8:00-9:50	1	CBS Library SP 2nd Floor 2-060 - Study Seat	Laptops allowed - Locker available
8:00-9:50	1	CBS Library SP 2nd Floor 2-061 - Study Seat	Laptops allowed - Locker available
8:00-9:50	1	CBS Library SP 2nd Floor 2-062 - Study Seat	Laptops allowed - Locker available
8:00-9:50	1	CBS Library SP 2nd Floor 2-063 - Study Seat	Laptops allowed - Locker available

Earlier Start Later Start Earlier Day Later Day Show More Options

< Back

Next >

[Book a seat](#) [my bookings](#) [sign out](#)

¹

If you do not have a CBS Alumni login, or if you have forgotten your username or password, please send us an email at alumni@cbs.dk with your full name and birthday. Then we will send you new login details.

- Review your booking and press 'Confirm booking'

CBS COPENHAGEN BUSINESS SCHOOL
HÅNDELSHØJSKOLEN

Book a Single Study Seat

5 Confirm your booking details

confirm

Location: CBS Library SP 2nd Floor 2-062 - Study Seat
Date: 22-06-2016
Start: 8:00
End: 9:50
Email:
First Name:
Last Name:

[< Back](#) [Confirm Booking](#)

[Book a seat](#) [my bookings](#) [sign out](#)

Scionline Ltd. WRB v2.1.1.0.423

- Your booking request is now complete. Please remember that the single study seat is only booked for you when you receive a confirmation email stating that your booking has been completed.

CBS COPENHAGEN BUSINESS SCHOOL
HÅNDELSHØJSKOLEN

Book a Single Study Seat

Booking request complete
CBS Library SP 2nd Floor 2-059 - Study Seat
has been requested, from 8:00 to 9:50 on
15-06-2016.
**IMPORTANT - the seat is only booked
when you receive a confirmation email**

[Book Another](#)

[Book a seat](#) [my bookings](#) [sign out](#)

Scionline Ltd. WRB v2.1.1.0.423

How to get an overview of your bookings

Select 'My bookings' at the bottom of the page to get an overview of both your non-confirmed, confirmed and cancelled bookings.

CBS COPENHAGEN BUSINESS SCHOOL
HANDELSHØJSKOLEN

Book a Single Study Seat

1 Location

Select building and type of booking Building

2 Date

Choose a single date or book multiple days in multiple weeks. [Select multiple days/weeks](#)

Select from the calendar

juni 2016						
ma	ti	on	to	fr	le	se
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

3 Time

Select a preferred start time. You can adjust it later. Preferred Start Duration (hours, minutes)

[Book a seat](#) [my bookings](#) [sign out](#)

Here you can see the status of all of your pending bookings, and see whether a given booking has been confirmed, or whether you have exceeded the maximum amount of lessons. For single study seats the allowance is 40 lessons (36hrs 40min) over the course of one week.

CBS COPENHAGEN BUSINESS SCHOOL
HANDELSHØJSKOLEN

Book a Single Study Seat

You have the following bookings: [Show All Bookings Including Cancelled](#)

Date	Start	End	No. Lessons	Location	Reference	Size	Status
15-06-2016	8:00	9:50	2	CBS Library SP 2nd Floor 2-059 - Study Seat	BK0C604A	1	Confirmed <input type="button" value="Cancel"/>

[Show All My Bookings](#)

Bookings cannot be cancelled less than 90 minutes before the booking start time.
Bookings listed as Overmax cannot be cancelled.

[Book a seat](#) [my bookings](#) [sign out](#)

If the status of a booking says '**overmax**' it means your request has exceeded the allowed 40 lessons for a study seat over the course of a 1 week period. Please go back and make a new booking request equal to the amount of lessons you have left in the given two week period.

If you wish to **cancel** a booking you simply press 'cancel' on the right hand side of the screen.

CBS COPENHAGEN BUSINESS SCHOOL
HANDELSHØRSKOLEN

Book a Single Study Seat

You have the following bookings: Show All Bookings Including Cancelled

Date	Start	End	No. Lessons	Location	Reference	Size	Status
15-06-2016	8:00	9:50	2	CBS Library SP 2nd Floor 2-059 - Study Seat	BK0C604A	1	Confirmed Cancel

[Show All My Bookings](#)

Bookings cannot be cancelled less than 90 minutes before the booking start time.
Bookings listed as Overmax cannot be cancelled.

[Book a seat](#) [my bookings](#) [sign out](#)

Please note that a booking must be cancelled no less than 90 minutes before the start time of the booking. If you book more than one day at a time, please note that the cancellation must be made no less than 90 minutes prior to the first day of the booking.