

How to Reserve a Spaces in the Learning Commons

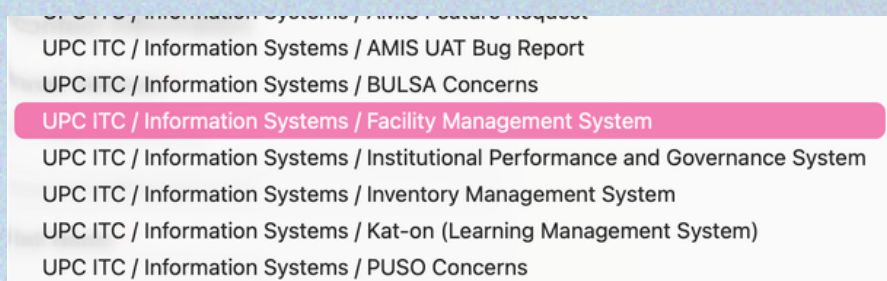
STEP 1

CREATE A ROOMS ACCOUNT

- All users must have an active ROOMS account to reserve a space.

No account yet?

- Submit a request through the ITC Ticketing System (<https://support.upcebu.edu.ph/open.php>)



- Wait for account activation confirmation.

STEP 2

LOG IN TO ROOMS

- Access the ROOMS platform using your account credentials.

STEP 3

SELECT YOUR ROOM & SCHEDULE

- Choose a room.
- Check availability and preferred time slot.

STEP 4

CONFIRM RESERVATION

- Review booking details.
- Submit your reservation request.

STEP 5

USE THE ROOM AS SCHEDULED

- Arrive on time.
- Follow the Learning Commons room use guidelines.



How to Reserve a Spaces in the Learning Commons

STEP 1

CREATE A ROOMS ACCOUNT

- All users must have an active ROOMS account to reserve a space.

No account yet?

- Submit a request through the ITC Ticketing System (<https://support.upcebu.edu.ph/open.php>)
- Wait for account activation confirmation.

STEP 2

LOG IN TO ROOMS

- Access the ROOMS platform using your account credentials.

STEP 3

SELECT YOUR ROOM & SCHEDULE

- Choose a room.
- Check availability and preferred time slot.

STEP 4

CONFIRM RESERVATION

- Review booking details.
- Submit your reservation request.

STEP 5

USE THE ROOM AS SCHEDULED

- Arrive on time.
- Follow the Learning Commons room use guidelines.

