

This is a 4 step manual to create an account in the booking system for users with a WUR-account:

1 Click the link : <https://booking.labfacilities.wur.nl/> or "log on"

2 When you are logged in on a WUR computer: click **LOGIN VIA SURFCONEXT (TEST)** Your login credentials from your WUR account will be used.

Do **NOT** fill out the fields Username and Password.

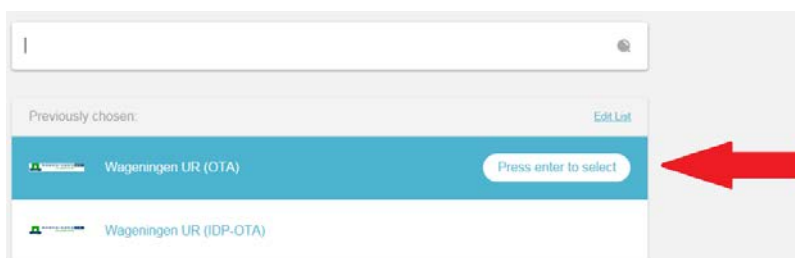


LOGIN VIA SURFCONEXT (TEST)  
LOCAL LOGIN ONLY (if you have a local account on this system):



Username	<input type="text"/>
Password	<input type="password"/>

Login

3 Select **Wageningen UR (OTA)**



Previously chosen: [Edit List](#)

 Wageningen UR (OTA)	Press enter to select
 Wageningen UR (IDP-OTA)	

4 Fill out details as the example below:

First name	<input type="text" value="Pepijn"/>
Middle name	<input type="text"/>
Last name	<input type="text" value="Geutjes"/>
E-mail *	<input type="text" value="pepijn.geutjes@wur.nl"/>
Group	<input type="text" value="Organic Chemistry (ORC)"/>
Room	<input type="text"/>

When completed the steps above, the WLMC manager (Norbert de Ruijter) has to activate your account and assign you to the appropriate equipment. (After activation you have to fill in more details like mobile phone and project-number, after which you can make a reservation in the appropriate booking agenda)

5. After making this account, please send an email to the appropriate manager to activate your account , and be assigned for training and first booking. (N. de Ruijter for WLMC)