Book a Computer – Wollongong Library

To book a computer you will need:
1. Preferred email address, e.g. personal or TAFE.
2. A contact phone number.
3. Your student ID number – located on your TAFEcard or enrolment email.
4. The name of one of your teachers.

How to Book a Computer – Then Register for an Account

1. At the bottom left of the screen check to see if the previous user has logged out.

   If you see these icons...
   
   ![Log In Register]
   
   ...the previous user HAS LOGGED OUT.
   Now go to Step 2.

   If you see this icon...
   
   ![Person Icon]
   
   ...the previous user HAS NOT logged out...

   ![Log Out]
   
   ...click on the person icon then click on Log out.

   ![Profile]
   
   My Profile
   Log out
   9:00 PM

   Now go to Step 2.

2. Locate the computer you want to book by using the left/right arrows at the top right of the screen to scroll backwards/forwards through the computer numbers.

   Tip: To help you choose a computer, refer to the computer floorplan next to the booking computer.

3. Click on a start time in the column below the computer number.

   ![Start Times]
   
   Tip: You can click and drag the selection down to an end time.

4. Click on the Book button at the top of the screen.

5. Enter your preferred email address in the New Booking dialogue box then complete your details in the following pop-up box.

   Note: After your first booking you will receive an email asking you to Confirm Your New Account – follow the steps in the email to set up your password.

   Congratulations! You’ve made your first computer booking.

   You can now make a booking any time from your phone or home computer.

   Using an Internet browser, e.g. Chrome, go to: tafenswwollongong.skedda.com

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