Book a Computer – From Home

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

To book a computer you will need:

1. A 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. Using an Internet browser, e.g. Chrome, go to: tafenswwollongong.skedda.com
2. On the booking calendar, 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.
3. Click on a start time in the column below the computer number. **Tip:** You can click and drag the selection down to an end time.
4. The date, time and computer number will display at the top of the screen along with a green Book button.
5. Click on the green Book button, enter your preferred email address then click next and enter the following information in the New Booking form which will appear:
   a. Date & Time: Check and change as required.
   b. Repeat (booking): Enter None or change as required.
   c. Spaces: The computer you have selected will display – you can change this by unticking and selecting another computer from the drop down list. **Note:** PC 31 SPECIAL has AutoCAD installed.
   d. Booking Title: Enter your full name from your TAFEcard.
   e. TAFE NSW Student ID: Enter your student number from your TAFEcard.
   f. Teachers Name: Enter the name of one of your teachers (full name if possible).
   g. Tick this box: I understand that I am required to provide my own headphones.
   h. First name/Last name: Enter the same name as used in booking title above.
   i. Telephone: Enter your mobile number or home number (needs 02 in front).
   j. Tick this box: I have read and agree to the terms and privacy policy. (If you agree)

6. Click on Confirm booking.

Congratulations! You’ve made your first computer booking.
Remember to check your email for the email asking you to Confirm Your New Account – follow the steps in the email to set up your password.