

Faculty of Commerce – Book an Advisor (Undergrad) Guide.

Booking guidelines: Appointments can be scheduled from Monday, 06 February – Thursday, 09 February 2023. Only one slot per student is allowed and if you need to change your booking, your current booking must be either edited or cancelled.

Making a booking

- Open Resource Booker (<https://bookmyresource.uct.ac.za/>):
 - Either open it directly in your web browser or click the *Resource Booker* tile in UCT Mobile app.
 - Click **LOG IN**.
 - Enter your UCT student number and your UCT password.
 - Click **Sign in**.
- The Resource Booker home page opens displaying several tiles.
 - Click Faculty of Commerce – Book an Advisor (Undergrad) tile.

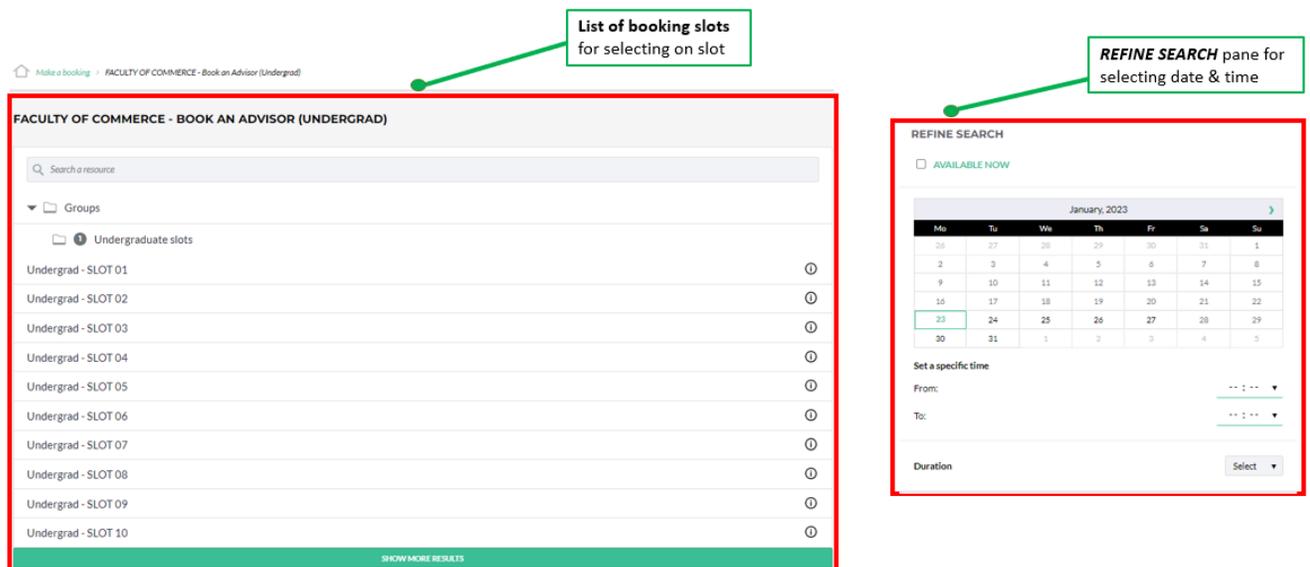


Figure 1: Part of Faculty of Commerce – Book an Advisor (Undergrad) slot page

If your booking is made prior to the applicable dates (i.e., 6-10 February):

- Either, select a slot from the full list of time slots (e.g. Undergrad - Slot 01).
- Or, in the **REFINE SEARCH** pane:
 - In the calendar, select a date
 - In the **Set a specific time** section, select a specific 30-minute range that you would like to attend (i.e., any 30 minute slot between 08:30 and 16:00).

If your booking is made on the same day of the booking:

- In the right pane, select the **Available Now** check box and your preferred **duration**,
 - Select your preferred option from the available list.
3. The **<Booking slot number, e.g. Undergrad - Slot 01>** dialog box appears for your selected booking slot:
 - In the **Booking title** field enter your student number.
 - In the **From** field, if necessary, update your previously selected **date** and **time**.
 - In the **To** field, if necessary, update your previously selected **date** and **time**.
 - In the **Specialisation Program Plan** field, enter your program plan.
 - In the **Contact number** field, enter a reliable contact number.
 - Click **BOOK** or **UPDATE**.
 4. The **<Booking title, i.e. your student number>** dialog box appears confirming that your booking was made.
 - If you need to change your booking, click **EDIT**, and return to [step 5](#).
 - If you need to cancel your booking, click **CANCEL BOOKING**.
 - In the **Confirm Cancellation** dialog box click **Yes**.
 5. A confirmation email is sent informing you that your booking was successful.
 6. Your booking is completed.
 - Either [edit your booking](#)
 - Or [cancel your booking](#).
 - Or **LOGOUT**.

Changing a booking

If you need to change your booking:

1. Log in to <https://bookmyresource.uct.ac.za/> and click **My bookings**.
2. Navigate to the specific date and select the applicable booking. Click **EDIT**.
3. Make the necessary updates and click **UPDATE**.
4. A **This booking is accepted** pop-up box appears as confirmation that the booking was made. You will also receive an email confirmation of the updated booking.

Note: Each time you edit a booking it becomes a new booking query. You will therefore need to ensure that your preferred slot is available at the new timeslot before updating your existing booking.

Cancelling a booking

If you need to cancel a booking that you previously made, because you are no longer able to attend or need to change a previous booking to a new date and time:

1. Log on to [Resource Booker](#) and click **My bookings**.
2. Navigate to the specific date and select the applicable booking.
3. The **<Booking title, i.e. your student number>** dialog box appears confirming that your booking was made.
 - If you need to change your booking, click **EDIT**, and return to [step 5](#).
 - If you need to cancel your booking, click **CANCEL BOOKING**.
4. The **CONFIRM CANCELLATION** dialog box appears.
 - If necessary, click **Add optional note** to enter a note.
 - Click **Yes**.
5. A message appears confirming that your booking was deleted successfully.
6. You will receive an email informing you that your booking has been cancelled.
7. If you need to schedule a new booking, see: [Making a booking](#)
8. If you have finished with your booking, click **LOGOUT**.