

How to make reservations at KC?

1. Click on the following link: <http://start.koncon.nl/> or copy-paste it to your browser. Select the option highlighted in the picture below.



The KC portal, your start page to the various systems and services.



Instructions to configure your account for email and calendar in Office 365

(you can follow the instructions above ONLY, if you have been instructed to do so or if you received an email that your mail has been migrated into the O365 cloud)

Office365 - all KC services in the Microsoft Cloud

Email - your email in the cloud

Calendar - who, where, when

Teams - collaborate, teach, learn, share, video and audio conferencing



Asimut - roombooking and schedules (**mobile version**)

2. Log in with you username and password.
If you no longer remember your username and / or password, restore your data via [this link](#). If that does not provide a solution, you can contact ict@hdkdenhaag.nl.



Use your Koncon account to login

Iniciar sessão

Students

Sign in with studentnumber@koncon.nl

Employees/Teachers

Sign in with username@koncon.nl

Forgot your password?

[Click Here](#)

5. Please note:

- Students:
 - o can make provisional bookings from 7 a.m. for the current day
 - o reserve a room up to 60 minutes and not less than 45 minutes
 - o reserve up to 2 hours of bookings per day (120 minutes of rolling quota per day)
 - o book the locations assigned to you according to your instrument
- Reservations at Koncon must be confirmed at the reception within 2 hours before the starting time of the reservation.
- Bookings at Mooof and Koorenhuis do not need to be confirmed.
- Please make sure to confirm your booking in time. If you are late, your provisional booking will automatically be cancelled by Asimut itself
- You can cancel a booking and maintain your quota

Date & time: 9/9/2020 09:15 - 10:00

Location: S004

Description:

Save Cancel

S004

Inventory

Window, mirror, chairs

Piano (Steinway f100, nr381980 / KC6361)

6. Finally, select “My agenda” to check your schedule including the reservations made by you.

Room booking, timetabling and event management

Admin Logout

Example Student account

- > My agenda
- > My preferences
- > Calendar feed
- > Absence
- > Unreported Absence (0)
- > Event signup
- > Colour legend
- > About ASIMUT

Calendar

September 2020

Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Agenda for Example Student account

Wednesday 9th September 2020

- 9:15 - 10:00 **Reservation (S004)**
Participant: Example Student account (NOPRossano)
Mail to: participant

Thursday 10th September 2020

No events

Friday 11th September 2020

No events

Saturday 12th September 2020

No events

If you have questions regarding this manual we will be glad to help you.