

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 your username and password.

If you forgot 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](#)

3. Select the date of your reservation and the location group.

From now on it will be possible for you to make your own reservations for the coming 2 days. Your rolling quota has been extended to 3 hours which you should divide them throughout the next 48 hours. The maximum length of each reservation remains 1 hour and the minimum length is now of 30 minutes.

Please note that you are able to reserve only the rooms assigned to you according to your instrument and department.

The screenshot shows a web interface for room booking. At the top, there is a purple header with the text "Room booking, timetabling and event management" and links for "Admin" and "Logout". Below the header, the page is divided into two main sections. The left section is titled "Example student account" and includes a "Quota: 3:00 available" with a red arrow pointing to it, a list of navigation links (My agenda, My preferences, Calendar feed, Absence, Unreported Absence (0), Event signup, Colour legend, About ASIMUT), a "Calendar" section showing a calendar for November 2020 with the 16th highlighted, a "Search" input field, and a "Location groups" section. The "Location groups" section lists several options, with "REGULAR PRACTICE S-DEPARTMENT & DRESSING ROOMS" circled in red. The right section is titled "Agenda for Example student account" and lists dates from Monday 16th to Sunday 22nd November 2020, each with "No events" listed below it.

4. "Air breaks" are mandatory. Asimut will automatically leave a gap of at least 30 minutes before and after a reservation. After your reservation ends you must leave the room. It is not allowed book the same room twice in a row.

Date & time: -

Location:

Description:

 Please leave a gap of at least 30 minutes between bookings

5. Please note:

- Students:
 - o can make regular bookings from the current time until the coming 2 days
 - o reserve a room up to 60 minutes and not less than 30 minutes
 - o book the locations assigned to you according to your instrument
- Bookings at KC, Mooof and Koorenhuis do not need to be confirmed.
- You can cancel a booking and maintain your quota

6. After you have selected the date and time of your reservation, don't forget to save it.

Room booking, timetabling and event management

Admin Logout

Example student account

Booking rules

Student have:

- a quatum, of max. 3 hours for the coming 2 days (excluding last minute bookings)

Date & time: 16/11/2020 10:00 - 11:00

Location: S004

Description:

Save Cancel

7. 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

Quota: 2:00 available

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

Calendar

November 2020

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	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	5	6

Search

Agenda for Example student account

Monday 16th November 2020

- 10:00 - 11:00 **Reservation (S004)**
Participant: Example student account
Mail to: participant

Tuesday 17th November 2020

No events

Wednesday 18th November 2020

No events

Thursday 19th November 2020

No events

Friday 20th November 2020

No events

Saturday 21st November 2020

No events

Sunday 22nd November 2020

No events

If you have questions regarding this manual, we will be glad to help you. Please contact us via email planning@koncon.nl