

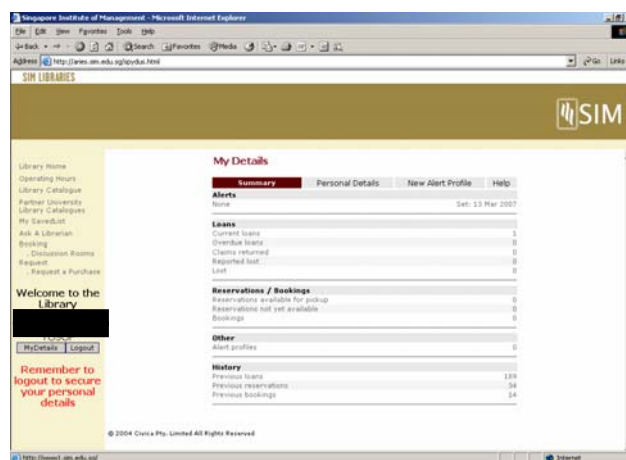
Online Booking of Discussion Rooms

How to do online booking of discussion room?

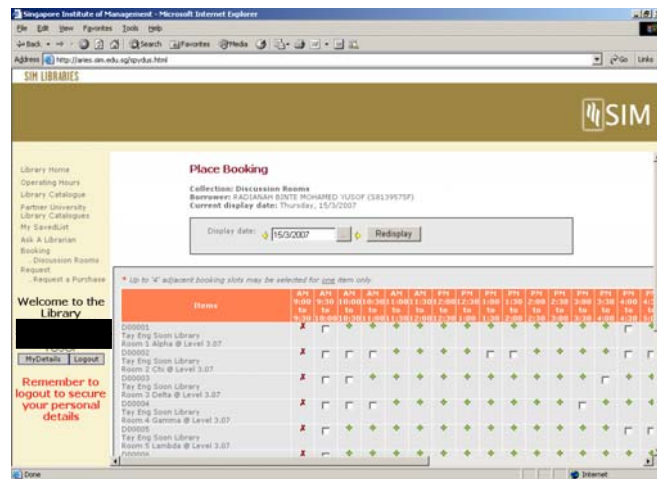
- 1) Log in to the SIM website at : <http://www.sim.edu.sg>
- 2) At the top, select **Facilities**
- 3) On the left, select **SIM Libraries**
- 4) On the left, select **My Library Account**
- 5) Enter your **NRIC Number** and **SIM Membership Number** and click **Login**



- 6) On the left, under **Booking**, click on **“Discussion Rooms”**.
- 7) Select the date you wish to make your booking and tick the check boxes to book the time slot. (**Maximum 4 adjacent booking slots per day**)
- 8) Click **“Place Booking”** button and click **“Continue”** to proceed.



- 9) The system will prompt that your booking is accepted.
- 10) Please approach the library counter to check-out (before using room) and check-in (after using room) the discussion room.
- 11) Do note that your booking will be auto cancelled if room is not check-out / check-in within the first 15 minutes of the booking time.



How to cancel your booking online?

- 1) Log in to “My Library Account” (See above steps 1 – 5)
- 2) Under “Reservations/Bookings”, at “My Details” screen, click “Bookings”
- 3) Check the box you wish to cancel your booking
- 4) Click “Cancel Selections”

