

Okku manual for students

In academic year 2021/2022, at least in the first quarter, it will be required to reserve a physical spot in the lecture or a place for self-study in the faculty. This way, we can ensure that we will not exceed capacity and avoid disappointing people at the door.

How to reserve a spot

Please be aware that you can reserve *at any time*. The timeslots and lecture halls that are available, do not necessarily correspond with your own lectures. Please do not reserve slots when not required.

To reserve a spot for a lecture or to self-study in the faculty, follow these steps:

1. Go to tudelft.okku.io
2. Click login
 - a. If asked, select 'Technische Universiteit Delft' from the available institutions
3. Login using your netid and password
4. Click on 'TU Delft L&R 62'
5. In the top, select the timeslot you want to reserve
6. On the right, select either the lecture hall you have a lecture, or the floor where you want to self-study
7. Click a place in order to reserve

When coming to the faculty

When entering the faculty, you are required to check-in by scanning a QR code. For following a lecture, please scan the QR code *in the lecture hall*. For self-study, please scan the QR code *at the main entrance*.

The QR code will take you to the sign-in page again, where you can sign-in and subsequently check in. Your reservation will disappear if you have not checked in 45 minutes after the start of your timeslot. Other students are then able to reserve your spot. Not checking in will be noted in the system as a no-show. Frequent no-showing may have as consequence that you will no longer be able to make reservations.

Notes

You are able to make two reservations in the future. This way, we try to ensure everyone has a chance to go the lectures and no-one can pre-book all lectures.

Frequent no-showing may have as consequence that you will no longer be able to make reservations. Please cancel your reservations when you decide not to come.