

# SS CUBICLES

## Need to know



Step 1: Go to the booking website at [https://www1.sun.ac.za/eng\\_booking/index.php](https://www1.sun.ac.za/eng_booking/index.php).

Step 2: Log in using **Username:** Your student number

**Password:** Your date of birth in the format YYYYMMDD

**This will take you to a screen with the rules and procedures. At the top, there is a tab called "Cubicles".**

Step 3: Click on the "Cubicles" tab

Step 4: Choose the cubicle which you would like to book

Step 5: Fill in the requested information, which includes the student number of the 2 other students who will use the cubicle with you and your chosen date and timeslot.

*After submitting the booking, you should receive a confirmation email. Once you have received the confirmation email, you will need to update your card at the Salto updaters that are situated around the faculty by holding your student card against the updater until after the light has flashed blue and then green. The closest Salto updater (a grey box) to the engineering study centre is situated on the right-hand side outside the main entrance to general engineering,*

After your card has been updated successfully, you can unlock and lock the door by swiping your card against the lock and turning the lock to the left/right when the light flashes.

### **RULES:**

- NO food or drink (except for unflavoured water) is allowed in the cubicles.
- Leave the cubicles as you found it and clean the cubicle with sanitizer wipes provided.
- Report any lost or damaged property to the reception on the second floor of general engineering immediately
- Cubicles may only be used from 8:00 until 17:00.
- If you fail to lock the door after your allotted timeslot, or after 17:00, you will be held liable for any loss or damage to property that occurs after your slot, and may also not be allowed to book the cubicles again.
- Cubicles can only be booked for 3 hour timeslots at a time.
- Make a booking for the cubicle at least an hour before the required timeslot.

*If you are found to be in contravention to these rules, you may be blocked from being able to book cubicles again in future.*