

Getting started with the new booking system: «Booked»

You find the booking system at this web-address:

<https://www.ntnu.no/booking/imt/>

Registering in Booked

Click on «Create an Account»

Fill in the relevant details. Example and descriptions are given below:

Login (all fields are required)

Username

Password

Confirm Password

Default Homepage



Profile (all fields are required)

First Name

Last Name

Email

Timezone



Additional Information (optional)

Phone

Organization

Position

Additional Attributes

Pay by hour

Pay by hour:

Pay by semester fee:

Security Code

Username: if you are connected to NTNU, we recommend that you use your NTNU-username. Otherwise, use your chosen username.

Password: if you are connected to NTNU, we recommend that you use your NTNU-password. Otherwise, use your chosen password.

Additional Information:

Organization: Company or department.

Position. For example, "Master", "PhD", "postdoc", "researcher" or something else that describes your position.

Additional Attributes:

You can tick for "Pay by hour" or a "Pay by semester fee". (For the XRD-lab, we don't have semester fee, so then it will be "pay by hour" as default).

Type in the security code and click "**register**".