How to make booking for an individual workstation

Booking Application add-in for VeraLab Suite is designed to provide students with a robust web-based tool to book an individual workstation for a specific period of time.

Please note ICT Services General labs:

Are scheduled to open from 08:00 am and close at 6:30 pm.
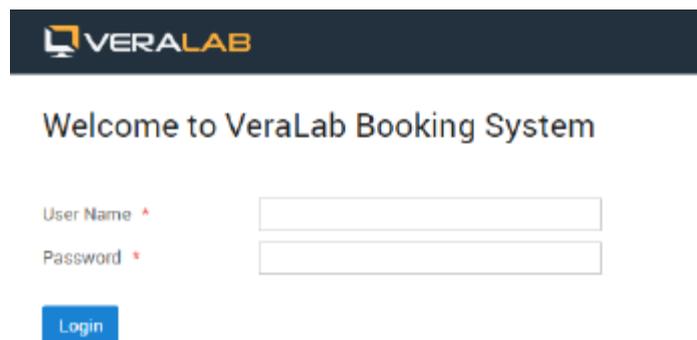
Maximum single booking duration per day is 3hrs.

Students can book up to 7 days in advance.

Booking Process

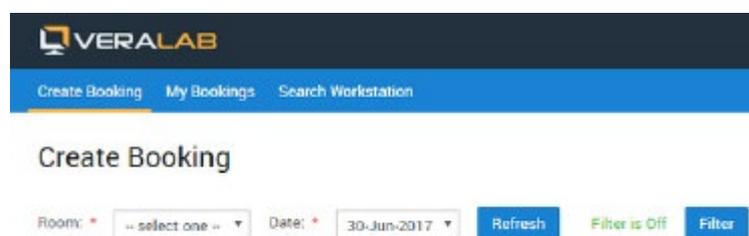To make a reservation you can use your computer/laptop or smartphone, students must login to VeraLab Booking Application.

Click the link below to login:

https://labspace.mandela.ac.za:8443/booking/#login

Upon successful login, a student is presented with several tabs and can either create new reservation, view/edit/cancel existing reservations.

Once Room and Date selections are made, a user is presented with a grid of available workstations in the room. Each cell in the grid contains a workstation's name and the Book link, clicking on it and a new window pops up, prompting to specify reservation start and end times for selected workstation on that date.

Please note

For all student without computer/laptop or smartphone, we have booking station reserved for booking in our general labs and booking can be made on student behalf as long as they show student cards.