

DeskFlex Mobile App: Quick Start Guide to Reservations.

Getting Started:

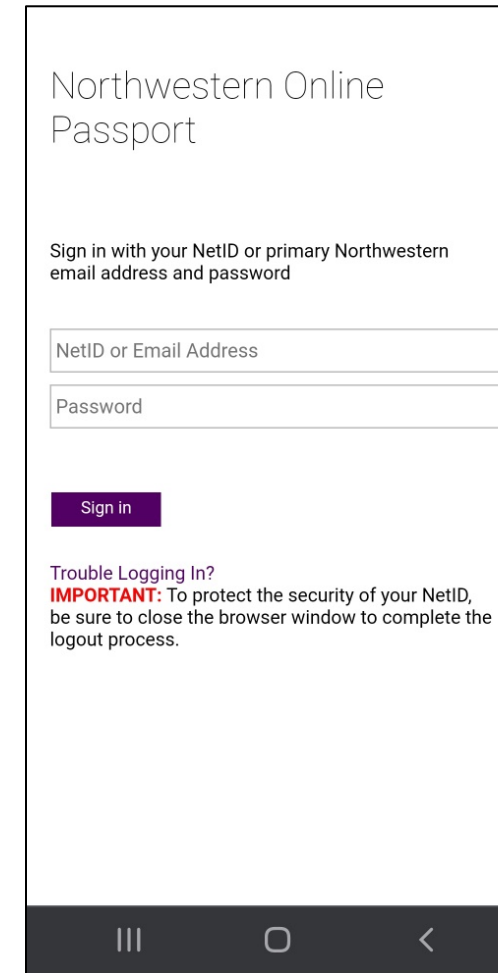
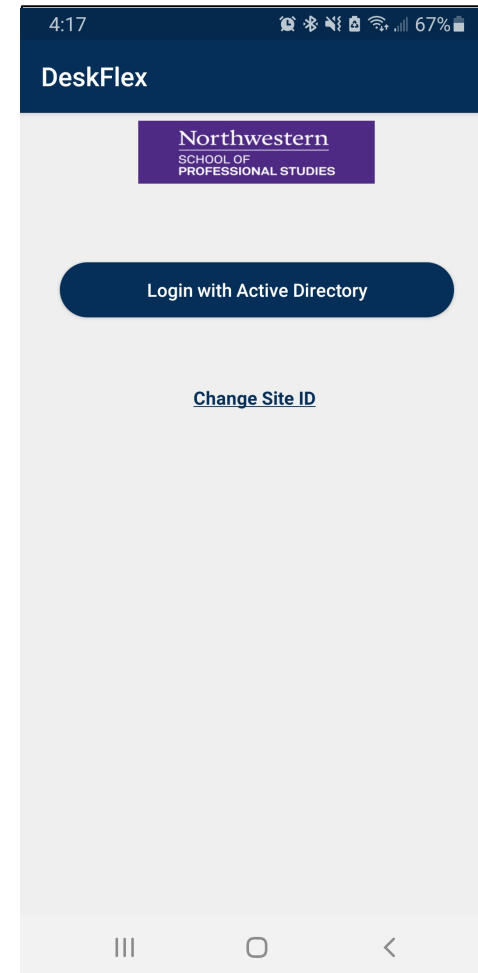
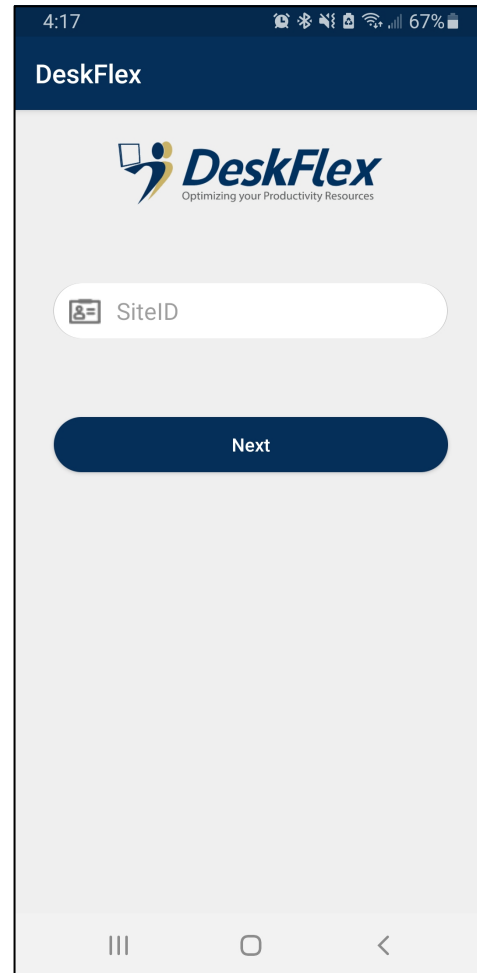
Download the **DeskFlex App** from the **Apple App Store**, or **Google Play Store**.

Enter Site ID: **spsnu**.

Select Login with Active Directory.

On the Next page, enter your **northwestern email address**. You will then be taken to the **Northwestern Online Passport**.

If required, accept the COVID-19 guidelines for reservations. Proceed to the mobile app home screen.



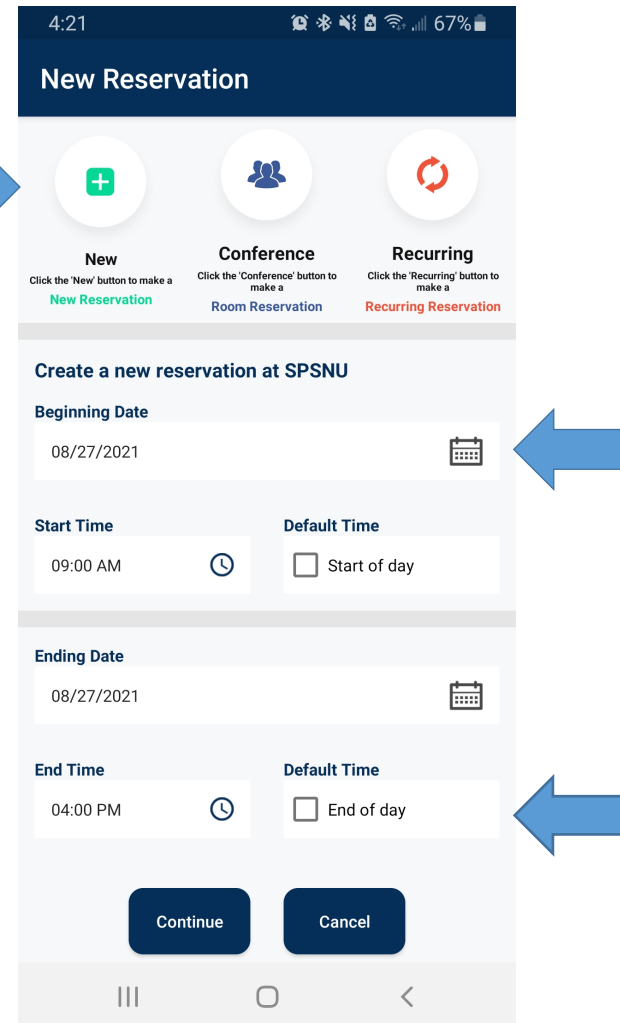
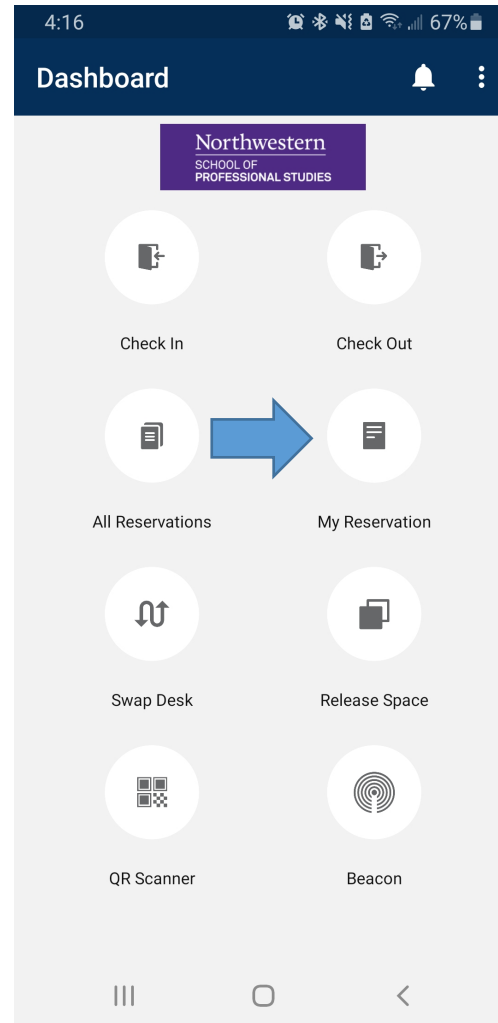
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Select **My Reservation** to begin the reservation process.

Select the **New** option on the next screen.

Enter the required date and time you would like to reserve.

Select Continue and you will advance to find your space.



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Selecting the desired building, floor, and type of space for your reservation. **Click the green dot to continue the reservation.**

Select the **List View**. Tap the available workspace you want to reserve.

Once you select a workspace, you can add reservation notes, or invite your colleagues to be notified of your reservation.

Select **Yes** to complete the reservation. **Existing reservations will appear under My Reservations**

