

Reservation Guest Workspaces and Meeting Rooms Gorlaeus Building

Introduction

A guest workspace or a meeting room in the Gorlaeus Building can be reserved yourself via the online reservation system “Shareddesk” or through the Observatory Secretariat (secretaries@strw.leidenuniv.nl). If you need to set up recurring (group) meetings every (other) week, please email the secretariat. You can, however, make a reservation (one slot at a time) yourself at max 1 month ahead of time.

Setup account for reservation

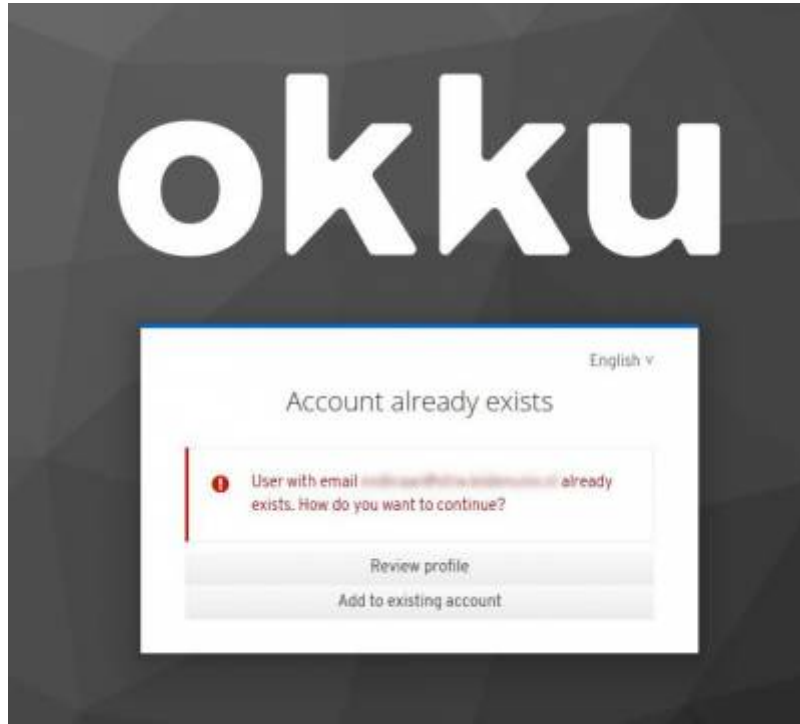
- Log in <https://www.universiteitleiden.nl/shareddesk> with your ULCN university credentials.



The image shows a login page for Universiteit Leiden. At the top left is the university logo and the text "Universiteit Leiden". To the right is the word "Inloggen". Below this is a dark blue login form with two input fields: "Gebruikersnaam (Vergeten?)" and "Wachtwoord (Vergeten?)". Below the password field is a checkbox labeled "Onthoud mijn gebruikersnaam". At the bottom of the form is a blue button with the text "Inloggen" and a right-pointing arrow. Below the form, there are two links: "Account activeren?" and "Inlog probleem?". In the bottom right corner, there is a language selector showing a flag and the word "English".

- You will probably see the following message “You are not assigned to any organization”.
- Please log out.
- Send a email to shareddesk@ufb.leidenuniv.nl and request to be linked to Gorlaeus Building Sterrewacht. They will give you the access to be able to make a reservation.

- After you have successfully logged in you will see the following message. Please click “Add to existing account”.



- A new window opens stating you have an email in your (observatory) email box, which must be used to confirm your identity:



- In the email you find a link, copy/paste that into your browser and it will confirm your identity and take you into the reservation system.

Booking a Guest Workspace

You can only book guest workspaces at Sterrewacht offices on 3rd floor B-wing, 4th floor B-wing and 4th floor C-wing!

- Log into <http://www.universiteitleiden.nl/shareddesk>
- Set the reservation date/time in the top selection box.
- If the meeting room is colored green, you can reserve it (gray = occupied, yellow = you have already reserved it). Click on the desk to confirm your reservation.
- An automatic email will be sent to you (no-reply@ufb.leidenuniv.nl) confirming your reservation.

Booking a Meeting Room

- Log in <https://www.universiteitleiden.nl/shareddesk>
- Set the reservation date/time in the top selection box.
- If a meeting room is colored green, you can reserve it (gray = occupied, yellow = you have already reserved it). Click on the room to confirm your reservation.
- An automatic email will be sent to you (no-reply@ufb.leidenuniv.nl) confirming your reservation.

NB: Click the 'My Reservations' option in the top navigation bar to view all your reservations or manage them.

From:

<https://helpdesk.strw.leidenuniv.nl/wiki/> - **Computer Documentation Wiki**

Permanent link:

<https://helpdesk.strw.leidenuniv.nl/wiki/doku.php?id=strw:meetingroom>

Last update: **2026/05/18 08:23**

