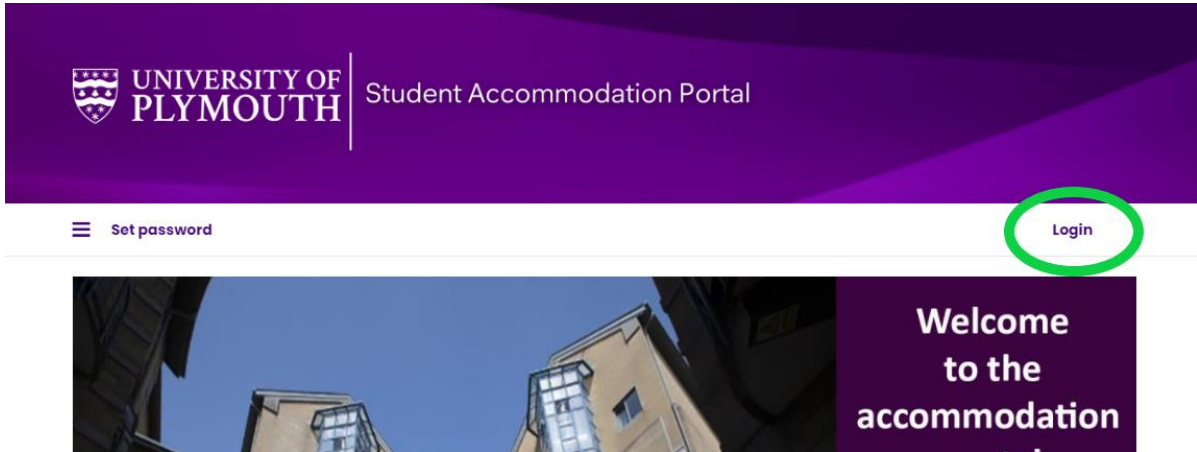
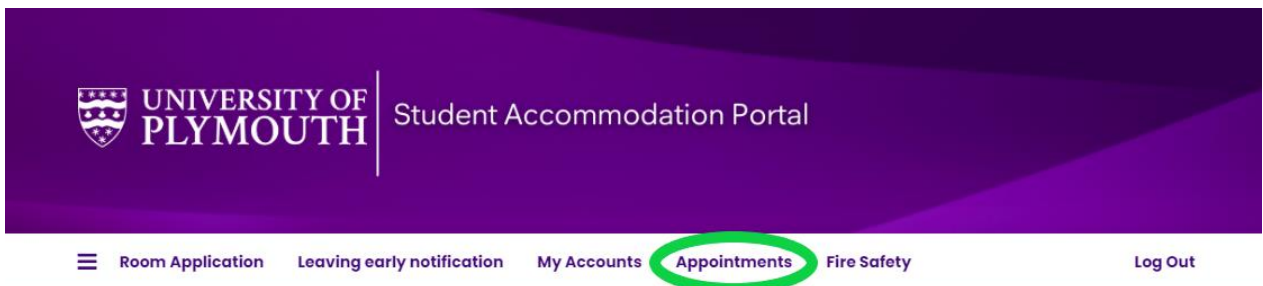


How to book a Hall Officer appointment

Step 1: Please go to the [Accommodation Portal](#) and **Login**.



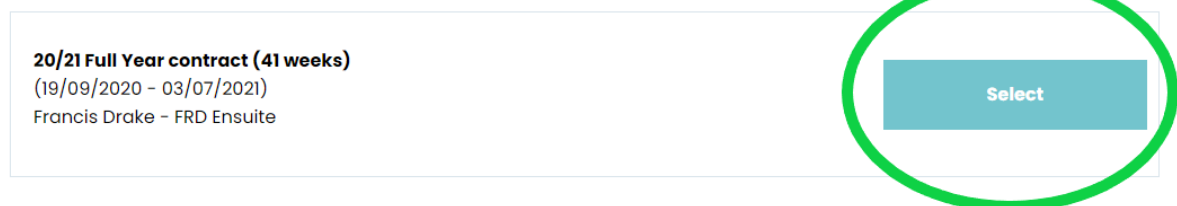
Step 2: Choose **APPOINTMENTS** on the main tab bar.



Step 3: Choose **SELECT**.

Booking Selector



Please select a booking from the options below.




Step 4: The date will be in the past, so you will need to select the **TODAY** button. If there are no available appointments for that day, use the arrow to change the dates.

Book an Appointment

Please book an appointment for yourself

Mon, 17 Sep 2017  Day 






Mon 17th	
9am	
10am	10:00am - 1 Unavailable 10:30am - 1 Unavailable
11am	11:00am - 1 Unavailable 11:30am - 1 Unavailable
12pm	
1pm	
2pm	

Step 5: Choose one of the available appointments and then select **SAVE AND CONTINUE**.

Book an Appointment

Please book an appointment for yourself

Thu, 25 Mar 2017  Day 



Thu 25th	
9am	
10am	
11am	11:00am - 1 Available
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	
9pm	
10pm	
11pm	



Step 6: A confirmation email will be sent to you. Please confirm your contact details. The appointments are via telephone, so we need to ensure we have the correct details.

Appointment Booked

Thankyou your appointment has been booked. You should receive an email confirming you date and time. If you need to cancel please do this by clicking on 'appointments' and cancelling the appointment through the portal.

Phone Mobile Cell

07888888888888

Save & Continue

Step 7: You have now completed everything; the Hall Officer will call you at the arranged time. If you have any concerns, please contact residencelife@plymouth.ac.uk.