

## Booking a desk using Robin

ITS Service Desk - 2024-01-24 - General

# Robin Instructions

1. Download the Robin app from the Android or iPhone app store.

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 Search



### Robin - Mobile App

Desk and meeting room booking



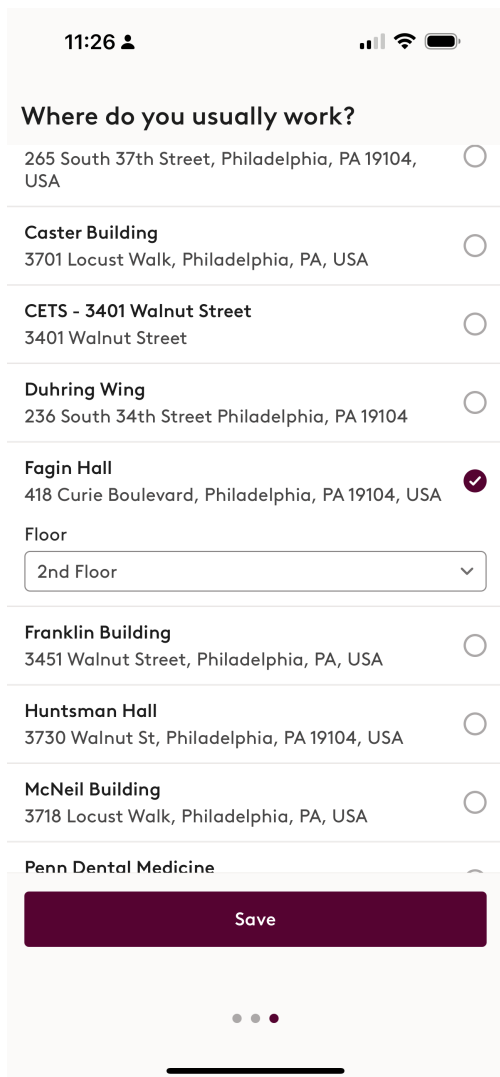
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2. Open the app and you will be prompted to login. Type your email using just [username@upenn.edu](mailto:username@upenn.edu)



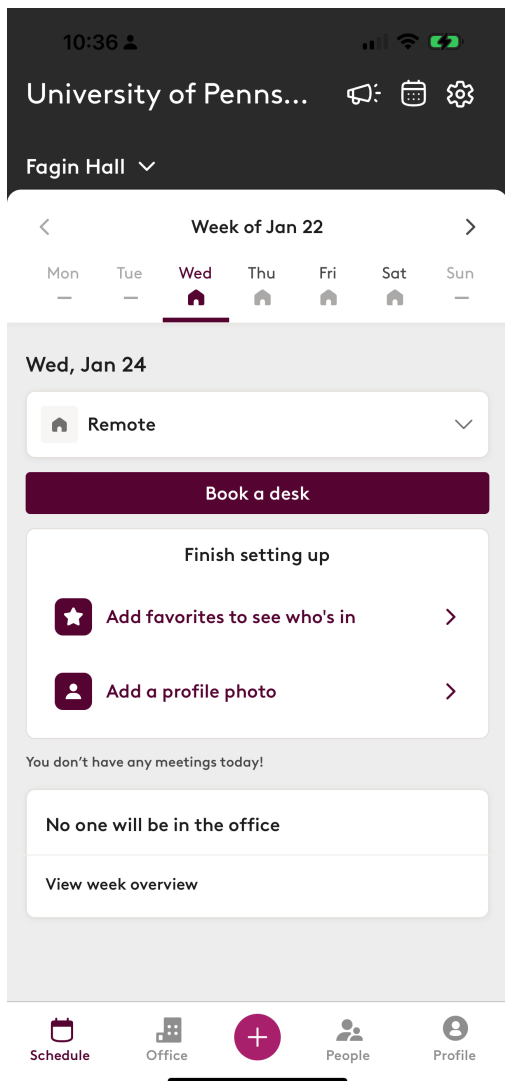
## Log in to your account

Continue

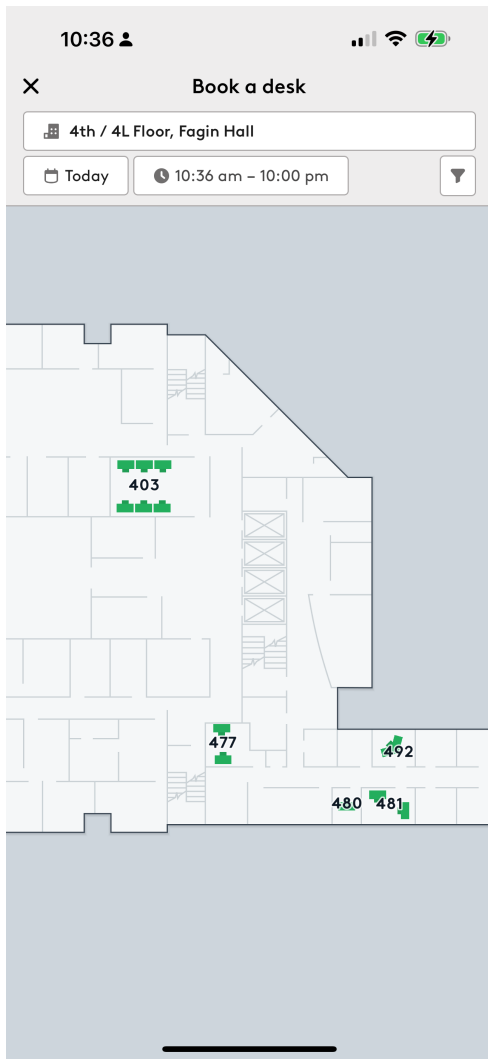
3. Click "Continue" and then click "Continue with SSO". You will then be taken to the UPENN SSO sign in page. Sign in using your Penkey username and Penkey password.
4. Once logged in you will be asked to choose where you usually work. Please choose "Fagin Hall" and the appropriate floor.



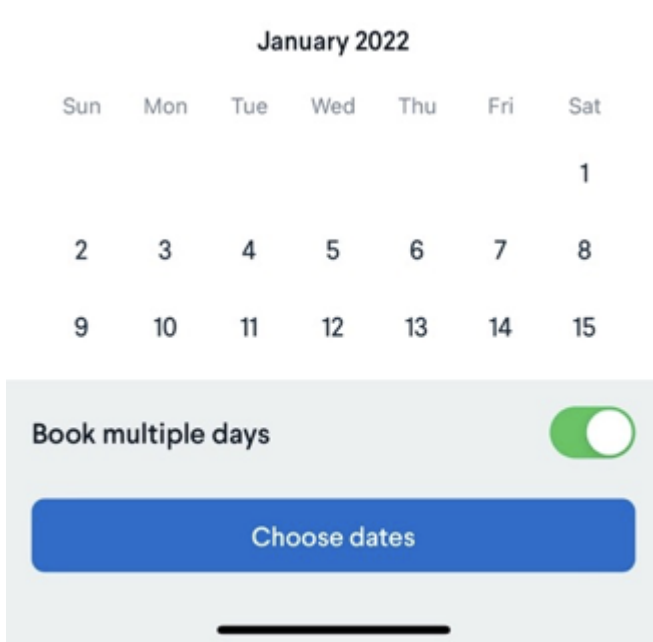
5. You will then be taken to the home page in the app. From there you can select the button “Book a Desk”



7. You will now be presented with a map showing desks that are available to reserve for your date in green. You can change the date, time, and floor that you need your desk for at the top.



a. If you want to book multiple days select the date box at the top of the page. Next, at the bottom of the calendar page switch the toggle “Book multiple days” to on.

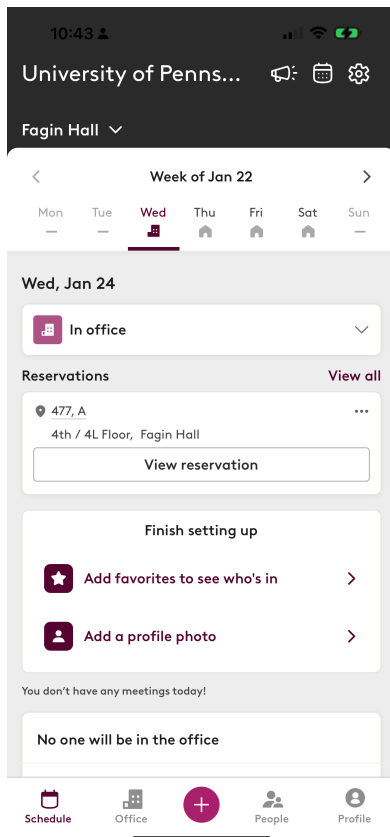


b. Then tap the dates you want to reserve and select “Choose dates” at the bottom of the page

8. Select the desk you want to reserve and then click the “Reserve” button at the bottom of the page.

9. You will then be shown a confirmation that your desk was reserved.

10. If you forget what desk you reserved you can see the current day’s reservation listed on your homepage in the app.



**If you have any questions or problems please contact [servicedesk@nursing.upenn.edu](mailto:servicedesk@nursing.upenn.edu)**