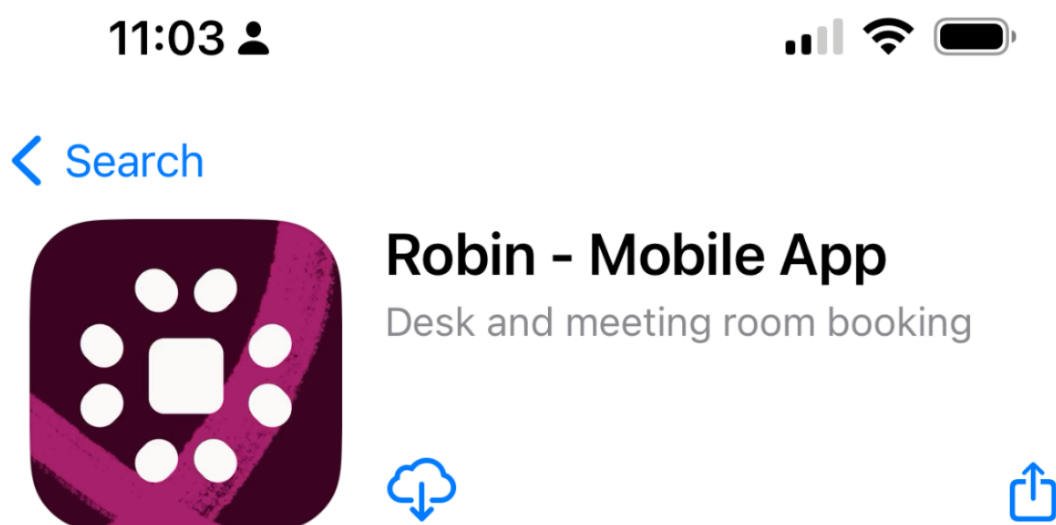


Booking a desk using Robin

ITS Service Desk - 2024-01-24 - General

Robin Instructions

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



2. Open the app and you will be prompted to login. Type your email using just 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 Pennkey username and Pennkey password.
4. Once logged in you will be asked to choose where you usually work. Please choose "Fagin Hall" and the appropriate floor.

11:26

Where do you usually work?

265 South 37th Street, Philadelphia, PA 19104, USA

Caster Building

3701 Locust Walk, Philadelphia, PA, USA

CETS - 3401 Walnut Street

3401 Walnut Street

Duhring Wing

236 South 34th Street Philadelphia, PA 19104

Fagin Hall

418 Curie Boulevard, Philadelphia, PA 19104, USA

Floor

2nd Floor

Franklin Building

3451 Walnut Street, Philadelphia, PA, USA

Huntsman Hall

3730 Walnut St, Philadelphia, PA 19104, USA

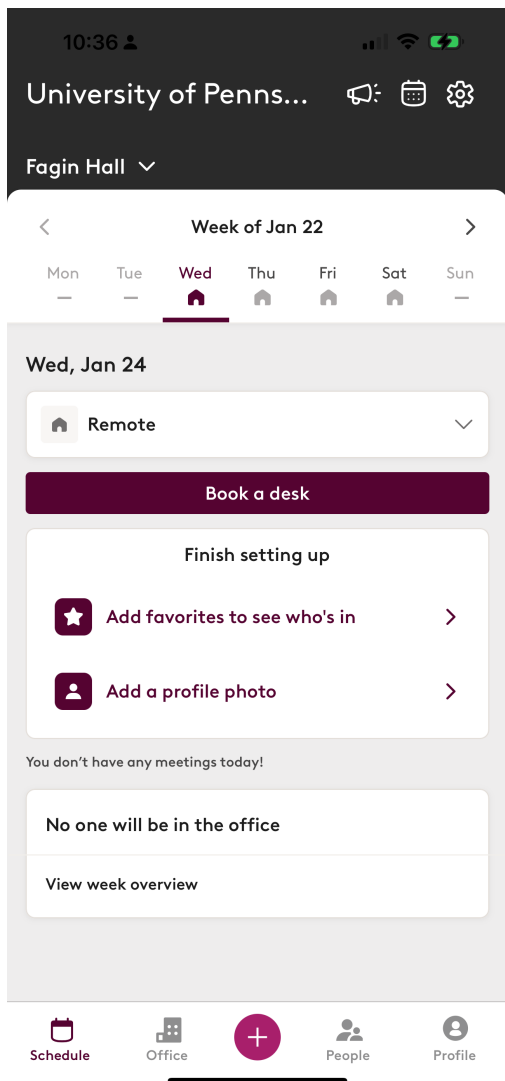
McNeil Building

3718 Locust Walk, Philadelphia, PA, USA

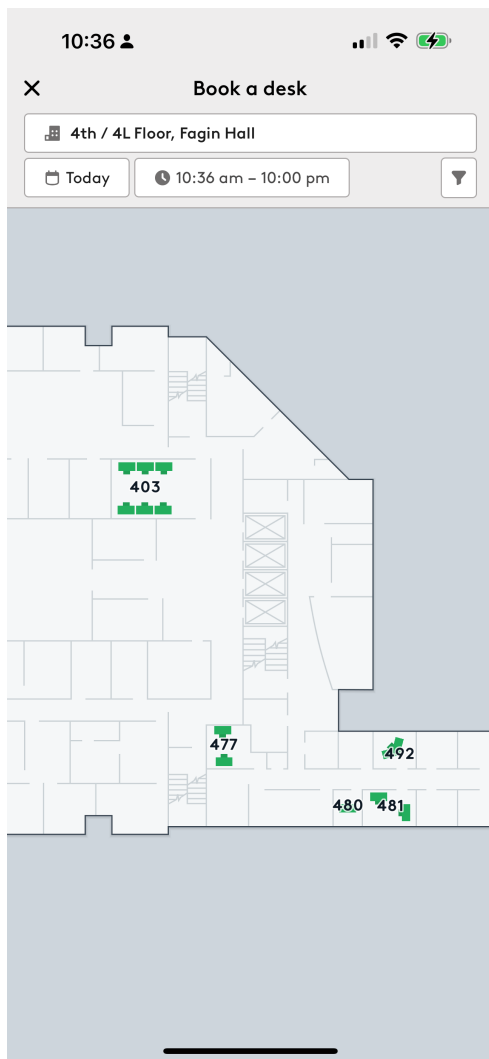
Penn Dental Medicine

Save

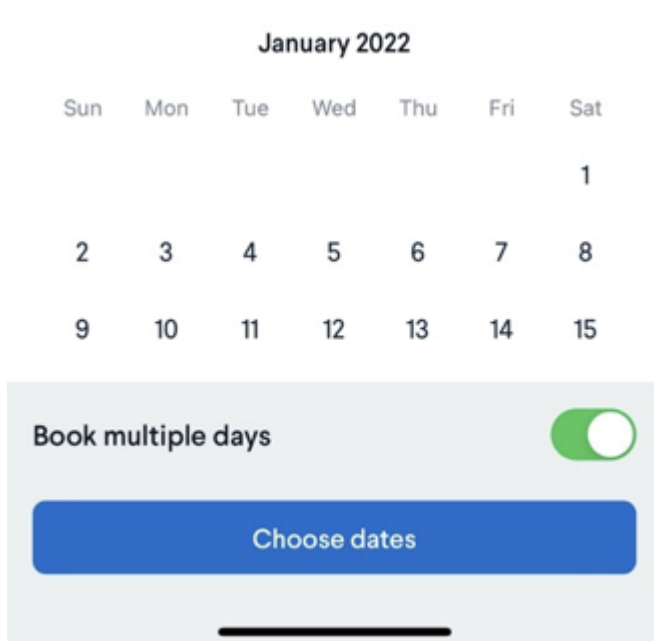
5. You will then be taken to the home page in the app. From there you can select the button “Book a Desk”



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.

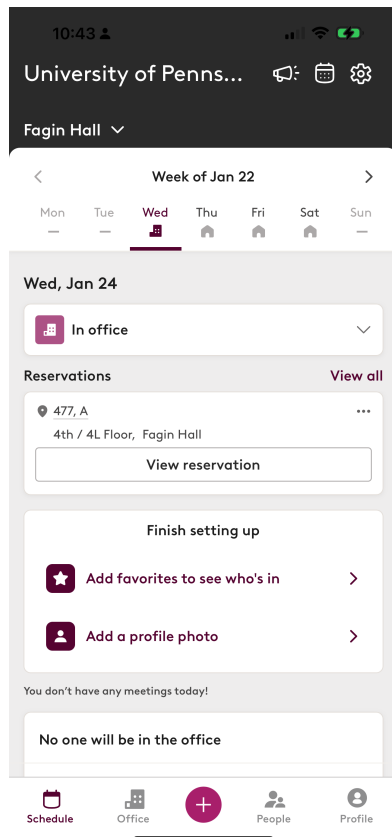


b. Then tap the dates you want to reserve and select “Choose dates” at the bottom of the page

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**