

**This is a 4 step manual to create an account in the booking system:**

**1** Click "Log on"

**2** Fill out the fields Username and Password and click "Login"

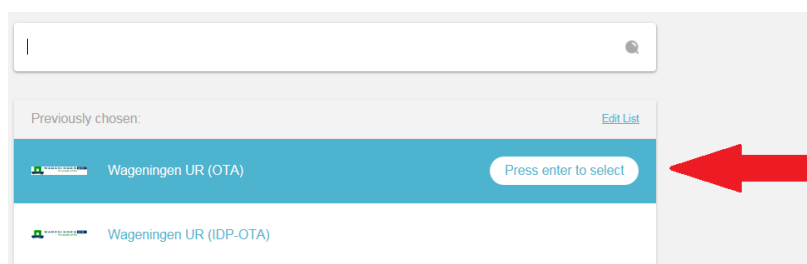


LOGIN VIA SURECONEXT (TEST)  
LOCAL LOGIN ONLY (if you have a local account on this system):

Username:   
Password:

Login

**3** Select **Wageningen UR (OTA)**



Previously chosen: [Edit List](#)

Wageningen UR (OTA) Press enter to select

Wageningen UR (IDP-OTA)

**4** Fill out details as the example below:

First name	<input type="text" value="Pepijn"/>
Middle name	<input type="text"/>
Last name	<input type="text" value="Geutjes"/>
E-mail *	<input type="text" value="pepijn.geutjes@wur.nl"/>
Group	<input type="text" value="Organic Chemistry (ORC)"/>
Room	<input type="text"/>

When completed the steps above, send an e-mail to one of the administrators (Frank, Erik, Barend or Pepijn) in order to activate your account and assign you to the appropriate equipment.