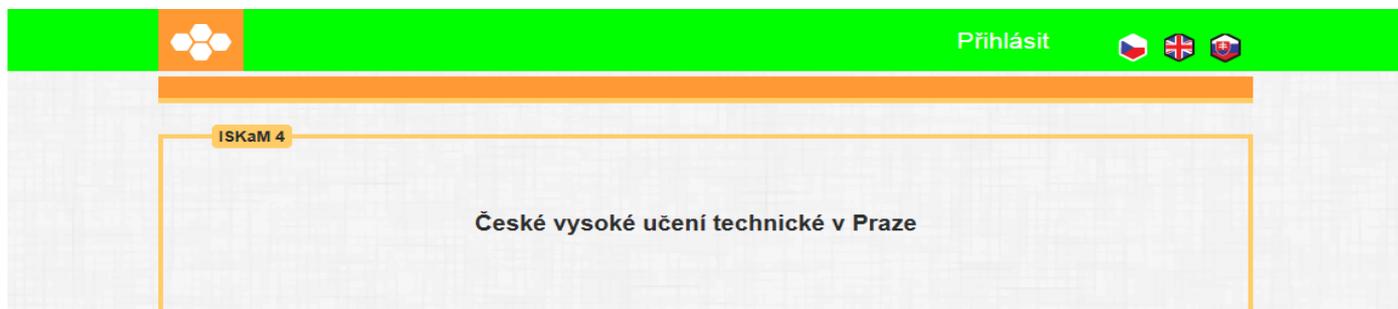


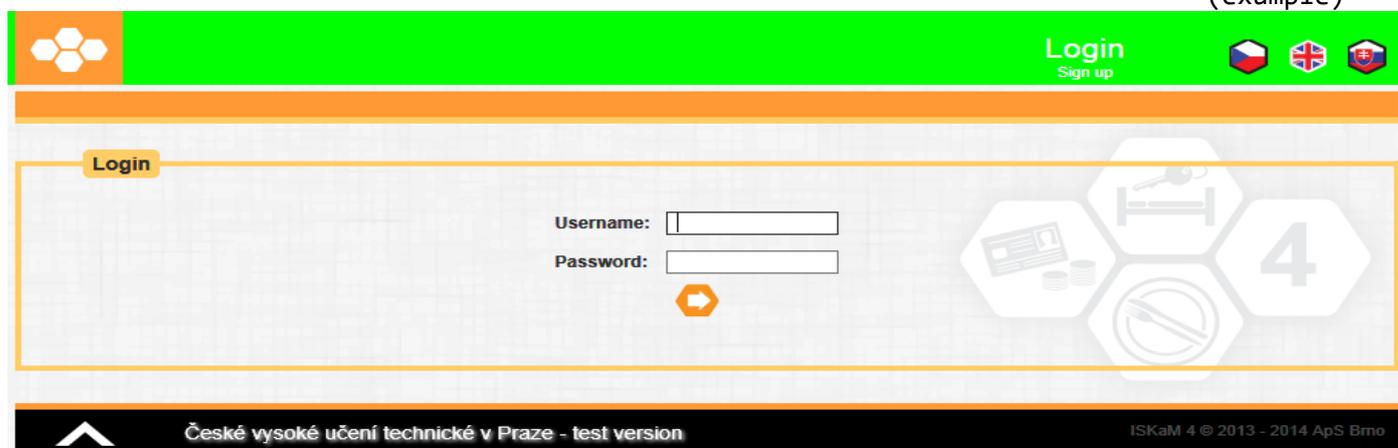
Procedure for making accommodation reservations for the next academic year of 2018-2019, or reserving long-term accommodation to 31.8.2020 for accommodation as of the date of the start of reservations for CTU dormitories.

**Reservations are undertaken over the period: 9.5.2018 - 20.6.2018.**

You can make a reservation for accommodation at CTU dormitories yourself if you sign in to the web interface at: <https://web.suz.cvut.cz> :

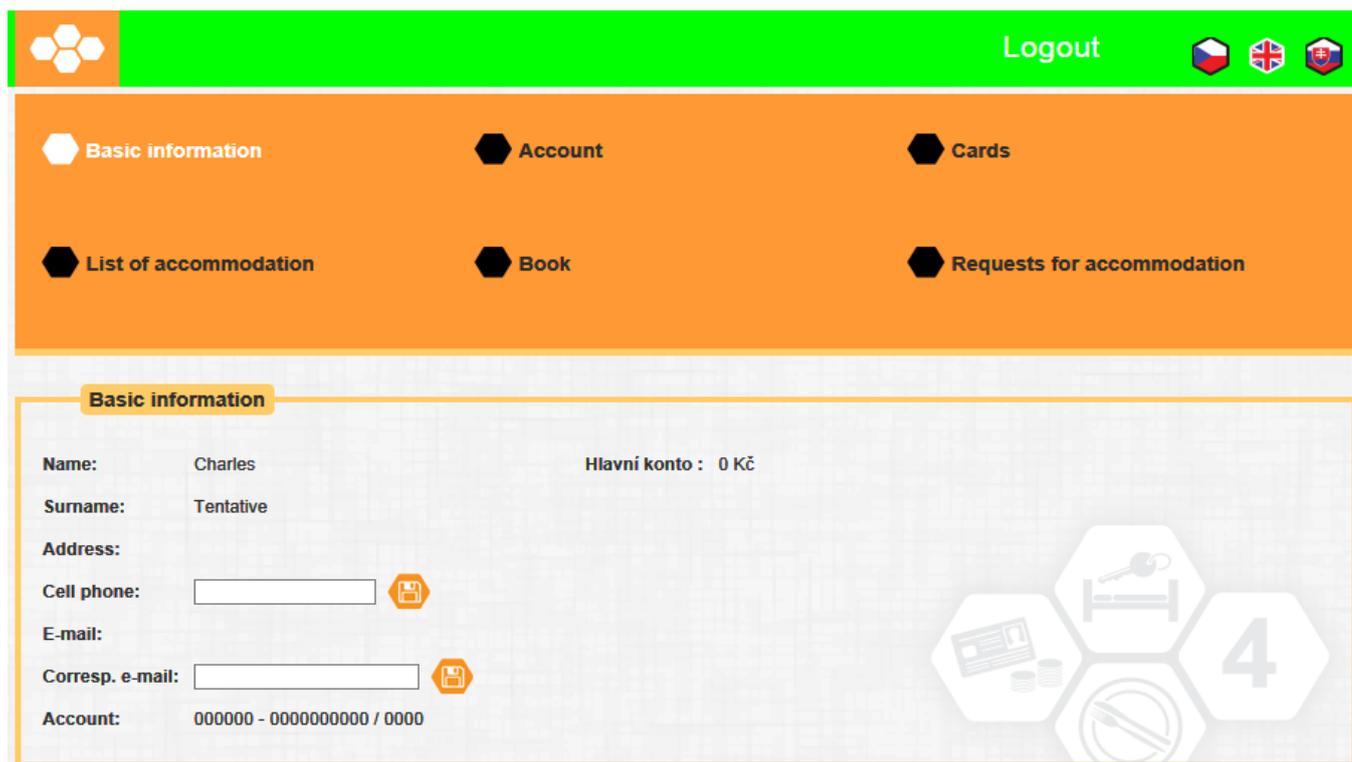


(example)

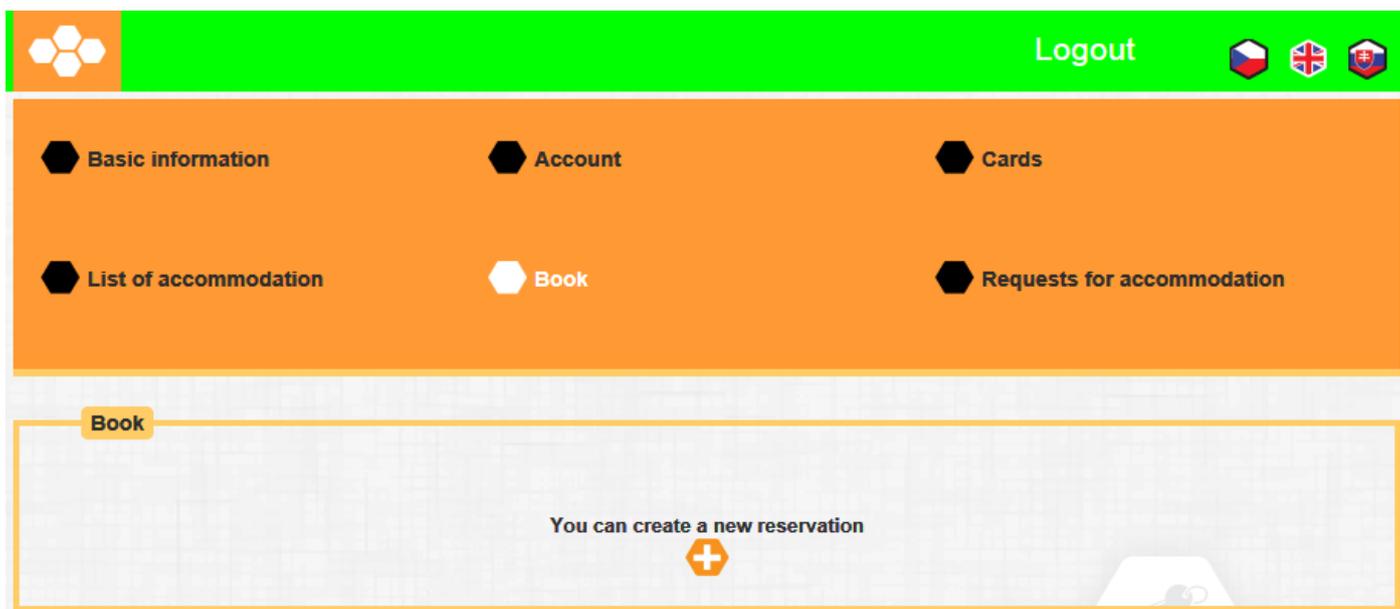


To sign in, use the name and password you usually use for signing in to ISKaM4. If you have forgotten your sign-in details, ask your Economic Manager to generate a new password. After signing in, you will be on a page with details of your accommodation.

(example)



Select BOOK and you will be able to create a new accommodation reservation (+):



Based on the reservation schedule, you can make reservations as follows:

- 09.05. - 18.05.2018** reservations for those living in the year-round zone who want 2018/2019 year-round or long-term accommodation for the bed they are currently using. If you are currently using a bed which will not fall within the year-round zone during the next AY, you will not be able to reserve your current bed and you will have to choose a place within the following dates. Year-round reservations will be made for the period from 17.09.2018 to 16.09.2019. Long-term reservations will be made for the period from 17.09.2018 to 31.08.2020.
- 18.05. - 29.05.2018** reservations for those living in a dormitory who want 2018/2019 year-round or long-term accommodation for a different room in the year-round zone within the CTU dormitory system. When making your reservation, you will only be offered as yet unoccupied beds in rooms in the year-round zone. Year-round reservations will be made for the period from 17.09.2018 to 16.09.2019. Long-term reservations will be made for the period from 17.09.2018 to 31.08.2020.
- 29.05. - 12.06.2018** reservations for those living in the zone to the end of the summer semester examination period (until vacation) who want 2018/2019 accommodation until the end of the summer semester examination period (until vacation) for their rooms. Reservations until the end of the summer semester examination period will be made for the period from 17.09.2018 to 28.06.2019.
- 12.06. - 20.06.2018** Reservation for those living in a dormitory who want 2018/2019 accommodation until the end of the summer semester examination period (until vacation) for a different room within the zone to the end of the summer semester examination period (until vacation) within the CTU dormitory system. Reservations until the end of the summer semester examination period will be made for the period from 17.09.2018 to 28.06.2019.

**Reservations for each of the categories mentioned will always be possible from 12:00 noon on the given day.**

If you select NEW RESERVATION, you will be offered dates based on the period in which you make the reservation, either 17.09.2018 to 16.09.2019 or 17.09.2018 until 28.06.2019 (please check):

(example-date must be adjusted according to your requirement)

| Floor | Room number | Beds | Free | Room Attributes |
|-------|-------------|------|------|-----------------|
| 3     | 302         | 2    | 2    |                 |
| 3     | 307         | 2    | 2    |                 |
| 3     | 310         | 2    | 2    |                 |

This is followed by SUMMARY. If the reservation is correct, confirm it:

(example)

College: 03-Strahov  
Block: St03  
Floor: 3  
Room: 307  
From: 9/15/2014  
To: 9/14/2015  
Price per night: 80 Kč

**Confirm** ✓

If you have any problems with making your online reservation, you can ask the accommodation officer of the respective dormitory to make the reservation for you.

You can only reserve partner accommodation through the accommodation officer of the respective dormitory.

The reservation of two-year accommodation until 31.08.2020 can only be made through the accommodation officer of the respective dormitory, but if you want to secure a particular room in time you should make an on-line year-round reservation and subsequently ask the accommodation officer to extend it for the entire 2 years.

Depending on the period, you can either simply confirm this reservation for your current bed, or you can choose another room or dormitory by selecting a dormitory after which you

will be offered an unreserved place. If you choose a partially occupied room, the name of your roommate will be displayed as well as the selected room and dates after you confirm the selection. During those periods when it is permissible to only reserve accommodation for your own bed, it can happen that the specific room is no longer available for the given type of accommodation. In this event, a screen will be displayed when you choose to book the room informing you that the reservation is not possible:

(example)

**New Reservation**

From:  Monday, 15 September, 2014

To:  Monday, 14 September, 2015



**Room is not available at this time**

If everything is OK, you will be informed that the reservation has been successfully made:

(example)

**Book**

Reservation was created successfully



You will subsequently see a row with your current accommodation and also the newly made reservation in the LIST OF ACCOMMODATION:

(example)

 **Basic information**

 **Account**

 **Cards**

 **List of accommodation**

 **Book**

 **Requests for accommodation**

**List of accommodation**

| College    | Block | Room | Top       | End       | Status    | Detail  |
|------------|-------|------|-----------|-----------|-----------|---|
| 03-Strahov | St03  | 307  | 9/15/2014 | 9/14/2015 | Rezervace |  |
| 02-Strahov | St02  | 539  | 9/18/2013 | 9/15/2014 | Ubytování |  |
| 02-Strahov | St02  | 539  | 9/10/2012 | 9/16/2013 | Odhlášen  |  |
| 02-Strahov | St02  | 539  | 9/12/2011 | 9/10/2012 | Odhlášen  |  |
| 02-Strahov | St02  | 539  | 11/4/2010 | 9/12/2011 | Odhlášen  |  |
| 03-Strahov | St03  | 42   | 9/23/2010 | 11/4/2010 | Odhlášen  |  |

The system is set up such that reservations cannot be changed; as such you cannot confirm your room during the first term and then try to change it in the second round. There is a

very pragmatic reason for this approach; if everyone acted in this manner there would be nothing left to exchange.

If you have any technical queries (access and signing in to <http://web.suz.cvut.cz>,...) send an e-mail to [iskam@suz.cvut.cz](mailto:iskam@suz.cvut.cz) .

For other queries (cancelling an incorrectly entered reservation, changes to reservation dates, etc.), e-mail the Accommodation Services Unit at [ubytovani@suz.cvut.cz](mailto:ubytovani@suz.cvut.cz) .

**Keep an eye on the [www.suz.cvut.cz](http://www.suz.cvut.cz) and [www.suz.cvut.cz/rezr](http://www.suz.cvut.cz/rezr) websites**

#### FAQs:

- 1) What username should I use to sign in to the system?

##### Preferred sign-in methods:

- a) *The basic method is using your currently used sign-in details through the CTU usermap (the same name and password as, e.g., for KOS, etc.),*
- b) *For current users not within CTU and for those applying from CTU (in some cases you may not have active sign-in via usermap, such as between the end of your bachelors study and application for masters study) we have launched the option of signing in through a registered e-mail address and chosen password. A link will be sent to you by your Accommodation Officer to set your password. This link will have a 24-hour lifetime during which it can be used, after which time another must be requested. This link is sent by the Accommodation Officer in order that it is not easy to get information on a foreign account and in order that it is not easy for someone to ask for a password change for another user.*

##### Additional sign-in method:

- c) *applicants from CTU without a valid IDIS or those on a placement or exchange students can still sign in using their surname and rodné číslo (birth number),*

- 2) I have forgotten my sign-in password for ISKaM4 for signing in using method b). How can I find it out?

*Ask your Economic Manager to generate and send you a new password. Your personal details and contact e-mail address in the ISKaM4 system will be verified.*