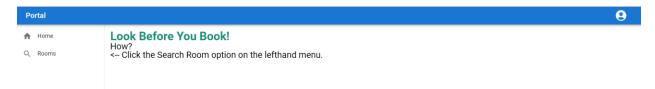
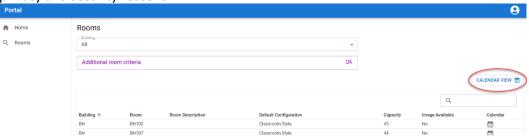
Portal User - Non-Authenticated

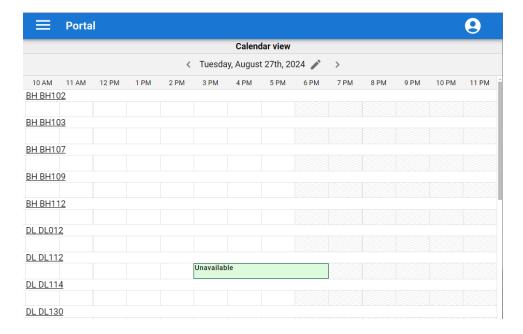
1. Go to the Infosilem Campus Portal: https://kucinfoweb02.kings.kucits.ca/portal/p/Home



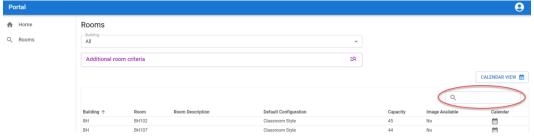
- 2. You will see a menu along the left side of the screen with 2 options Home and Search Rooms.
- a. The **Home** option will bring you back to this home page whenever you want.
 - ♠ Home
- b. The **Search Rooms** option brings you to a list of rooms.
 - Q Rooms

Click the Calendar View button at the top right to go to a daily calendar view for all rooms (much like Calcium, but only viewable one day at a time). Details of the bookings are not visible for privacy and security reasons.





You can use the search bar at the top right to find a specific room that you are interested in.



You can use the Building and Additional room criteria filters at the top to narrow your search.

Rooms

Building — All	*
Additional room criteria	ΞQ

You can click on a room in this list to see additional room information (eg. characteristics, configuration options, photos, etc). See below for DL114.

DL DL114 CALENDAR 🛗 Location Building Campus **KINGS** Room number <not specified> DL114 Description <not specified> Attributes Room type Area CR-SMNR 0 **Pavilions** <not specified> Default configuration Configuration type Capacity Classroom Style 26 Description Classroom Style Characteristics <not specified> Image gallery

When you have opened a room to look at it's details like above, there is a Calendar button at the top right that will take you to a calendar view of bookings in that particular room.

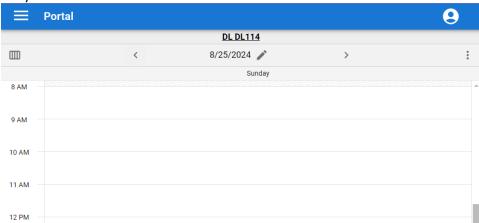
DL DL114



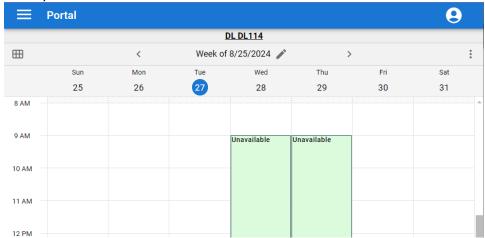
When you are on a calendar view of a single room, there are additional navigation options available at the top of this screen.

- a. You can scroll from week to week using the < and > buttons on either side of the date.
- b. You can click the pencil icon to select a specific date you want to see.
- c. You can click the 3 dots on the far right to change your view (eg. daily to weekly to monthly). See the following screenshots from DL114 when changing the view.

Daily view of DL114:



Weekly view of DL114:



Monthly view of DL114:

<u> —</u> Ро	ortal					8
			DL DL114			
		<	August 2024 🧪	•	>	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30 Unavailable	31	1	2	3
4	5 Civic Holiday	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
		Unavailable	Unavailable	-		
1	2	3	4	5	6	7
'	Unavailable	Unavailable	Unavailable	Unavailable	U	,
	Labour Day			Unavailable		