

Skedda Quick Reference Guide
Enterprise Solutions
Lassonde School of Engineering

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On Boarding / Account Confirmation

Once user account is created in Skedda, users receives an email to confirm their account as follows

LASSONDE SCHOOL OF ENGINEERING

You're invited to use our online booking system

We've made a tentative account for you. Just click on the link below to confirm your account and get started...

[Confirm account and set up login](#)

Lassonde School of Engineering · ask2lit@yorku.ca · (647) 861-5290
Powered by skedda.com

[Unsubscribe](#)

Once user click on "Confirm account and setup login" they will see another screen as follows to set their password.

Choose your new login

Lassonde School of Engineering

I have read and agree to the [terms](#) and [privacy policy](#)

Remember me

Set password and log in

[Go to the regular login page](#)

OR

 Log in with Facebook ▾

 Log in with Google ▾

 Log in with Twitter ▾

 Log in with Microsoft ▾

Skedda URL

<https://lassonde.skedda.com/booking>

Login to Skedda

Users must use their credentials as

- Username: <username>@yorku.ca
- Password: What they have set during Account Confirmation

Desk Booking

Please see the short video on “How to book a desk in Skedda”

[Watch the Video](#)

Desk Check-In

User will receive a check-in email notification on the day of booking. They can use the link in the check-in email to check-in to their desks.

- Users must check-in on the day of booking else their booking will be cancelled.
- Check-in window is 30 minutes before and after the booking start time.

Example: If the booking start at 9:00 am then check-in starts from 8:30 until 9:30. The booking will be cancelled automatically if failed to check-in until 9:30.

Meeting Room Booking

Only one user can book a meeting room and he/she will invite others to join in the meeting room outside Skedda.

Skedda can track only the user who book the meeting room.

Frequently Asked Questions

Q. What is this Desk Booking or Hoteling System?

A. Lassonde School of Engineering is facilitating return to campus initiative by implementing a Desk Booking/Hoteling system. This system will allow the staff to book a desk in advance as per their return to campus schedule. This will ensure that every staff coming to campus has a space reserved to work in a safe environment.

Q. Can I access the system and book a desk for myself?

A. Yes, if you have been invited through an email invitation to access the system. If you have not received an email invitation to join and access the system, then please contact Lassonde IT Helpdesk.

Q. How can I access the system. Is there a URL?

A. Yes, you can access it through <https://lassonde.skedda.com>.

Q. Can I access the system on my smart phone?

A. Yes, the system is available with all the features on smart phones.

Q. I have booked a desk. Now what?

A. Once you book a desk you should receive an email confirming your booking with all the details. You will receive a check-in email reminder on the day of your booking also. You must check-in to your desk by following the link on the check-in reminder email, else your booking will be cancelled, and you need to book again.

Q. What if I am late or stuck in traffic? will I lose my booking?

A. If you have access to your email while you are late, you can still use the check-in email link to check-in to your desk.

Q. I am trying to book a desk on a specific floor, but I do not see any bookable desks there. What is the problem?

A. You may not have access to the desks available on that floor. Some floors and desks are reserved for specific teams only to book.

Q. I am kind of lost and having problems with the system. Who should I contact?

A. You can always reach Lassonde IT support by either sending an [Email](#) to or connect via [Zoom](#)