FAQ on access to the Campus Bookings Portal

Students:

- Only 'Active' students have access to the portal. Students are considered active if they are registered in classes in the current term.

- If you are registered in a course in the current term and still cannot access this portal, then please contact the Registrar's office to check your status.

- If your registration has recently changed then please allow 2 business days to gain access to this portal.

- If you received confirmation from the Registrar's Office that you are registered in the current term and still cannot access this portal, then please contact support@dal.ca.

- Please note that student employees are not set up to get access as staff in the Campus Booking system. So, if you are a student employee without registration in a course in the current term then you will not be able to access this portal.

- If none of the above apply to you and you cannot log in, please check the University's Systems Status Page to see if the Campus Bookings system is unavailable at https://status.dal.ca/services.php. If the system is available (the status page has no entry for Campus Bookings) then contact support@dal.ca.

Faculty and staff:

- Faculty and Staff who are directly employed by Dalhousie University have access to this portal. Staff at affiliated institutions do not have access at present.

- If you have recently changed positions or have had a renewal of your contract or are a new employee and do not have access to this site, please contact your HR representative to see if all processes at their end have been completed.

- If 2 business days have passed after you receive confirmation from HR that processing is complete, and you still cannot access this portal, then please contact support@dal.ca.

- If none of the above apply to you and you cannot log in, please check the University's Systems Status Page to see if the Campus Bookings system is unavailable at https://status.dal.ca/services.php. If the system is available (the status page has no entry for Campus Bookings) then contact support@dal.ca.

- If there are staffing changes in your area related to room bookings or the use of the Campus Bookings portal, please contact famis@dal.ca (for access) or campusbookings@dal.ca (for issues related to room bookings).

- If you have issues related to the Campus Bookings Administrator portal, https://campusbookingsadmin.dal.ca/Scheduling/, please contact famis@dal.ca (for issues related to access) or campusbookings@dal.ca (for issues related to room bookings) .