

View schedules and make web
reservations in TimeEdit

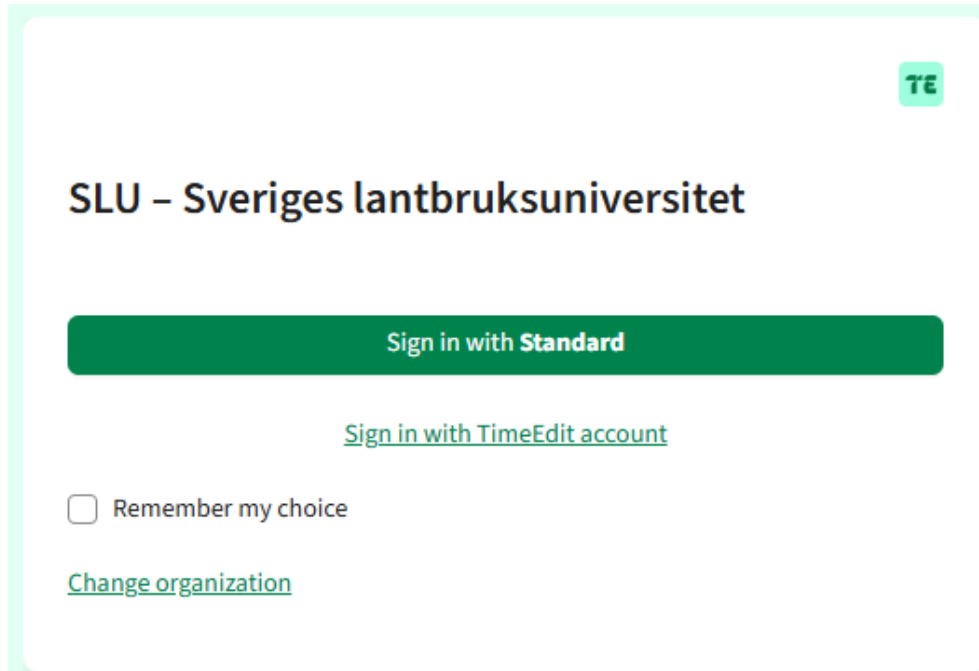


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TimeEdit's web interface - start page

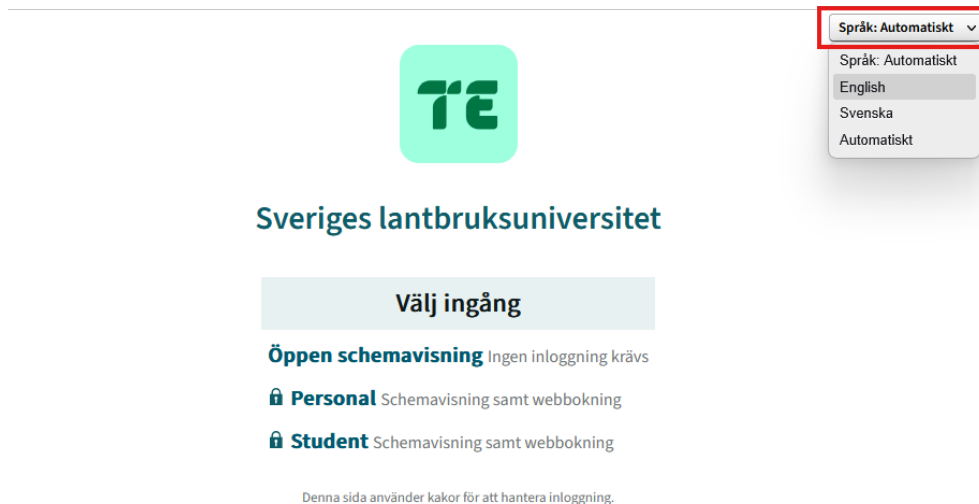
Each university that uses TimeEdit has its own start page in the system's web interface. Go to <https://cloud.timeedit.net/slu/web> in a browser. Start page for SLU is shown (see picture below).



Click the big green button and log in using your SLU username and password. Then click either Viewer or Reserve, it will take you to the same page.



This is the main entrance of TE Viewer and TE Reserve. You can change language using the button in the top right corner, if needed.



This guide uses English settings.

This start page shows different entrances. Each entrance has several different pages showing the schedule in different ways or handling web reservations.

“Student” - entrance

To use the “Student” entrance you need to be logged in as this is a locked entrance. All students at SLU are authorized to log in to the “Student” entrance which consists of the following two parts:

- **Schedule pages** – View schedules (e.g. course schedule or room schedule)
- **Reservation pages** – Make web reservations (e.g. reserve group study rooms)

Go to the “Student” entrance by clicking on the link “Student” shown on the start

When you have accessed the Student entrance you will be able to choose from several pages that view schedules and handle different types of simple resource reservations, e.g. group study room reservations (see picture below).

Sveriges lantbruksuniversitet

Sveriges lantbruksuniversitet / Student

Student

SCHEDULE PAGES

- Course schedule**
View course schedule
- Room schedule**
View room schedule
- Tentamensschema**
Visning av tentamensschema

RESERVATION PAGES - ALNARP

- Group study rooms - Alnarp**
Reserve group study rooms at Alnarp
- Makerspace - Alnarpsgården**
Reserve 3D-printer or sewing machine at the Alnarp Alnarpsgården

RESERVATION PAGES - UPPSALA

- Group study rooms - Uppsala Library**
Reserve group study rooms at the Uppsala Library
- Group study rooms - Biocentre**
Reserve group study rooms at the Uppsala Biocentre
- Group study rooms - MVM**
Reserve group study rooms at the Uppsala MVM
- Group study rooms - Ulls hus**
Reserve group study rooms at the Uppsala Ulls hus
- Group study rooms - VHC**
Reserve group study rooms at the Uppsala VHC
- Sports hall - Syltallen**
Reserve Uppsala Syltallen

RESERVATION PAGES - UMEÅ

- Group study rooms - Umeå Library**
Reserve group study rooms at the Umeå Library

RESERVATIONS

- My reservations**
Summary of all your reservations

Search for a schedule

Click on the schedule page “Course schedule” (see picture above) to search for a course schedule. Please note that the course leader in each course determines whether TimeEdit will be used for course schedule or not. Ask your course leader what applies to your course.

Here you can search for schedules according to the following instructions:

Sveriges lantbruksuniversitet

Sveriges lantbruksuniversitet / Student / Course schedule

Today < Oct > Now +12 months Search

✖ Customize

Search 1

Course event ▾ sluj 3 Search Show filter 2

Result

SLU0000, Demo course, HT2024

4 Add all

My criteria 5

Nothing selected yet.

6 Show schedule

1. Here you choose what object type you want to search for, e.g. a course event or a course group.
2. Here you select if you want to filter on any category, e.g. department or start semester.
3. Here you fill in the name of the object that you want to search for (e.g. the name of a specific course event) and then click on the magnifier icon.
4. The system picks up and presents the available search results that exist depending on your previously selected criteria. You now click on the search result you want to see the schedule for.

5. The selected option will be located under "My criteria" and here you can choose to add even more search criteria by repeating previous steps.
6. When you are satisfied with your choices, click on the "Show schedule" - button. The selected schedule is now displayed (see picture below for example).

Sveriges lantbruksuniversitet

Sveriges lantbruksuniversitet / Student / Course schedule

Today < Oct > Now +12 months Search SLU0000, Demo course, HT2024 Save favorite Subscribe Download Filter Customize

Time	Course code	Course name	Location, Building	Teacher	Activity	Title	Comment
w42 Thu 2025-10-16							
14:00 - 15:00	SLU0000	Demo course	Room cannot be changed skogen	Claes Hellberg	Excursion	Kottplock	Detta är en schemakomplettering
w43 Tue 2025-10-21							
10:00 - 12:00	SLU0000	Demo course	Valfri plats i Ulls hus.	Sara Wåhländer	Questions	Q&A	Meddela Sara via Canvas var ni sitter!
Thu 2025-10-23							
10:00 - 11:00	SLU0000	Demo course	Room cannot be changed skogen	Claes Hellberg	Excursion	Kottplock	Detta är en schemakomplettering. Läs mer på Canvas, https://canvas.slu.se/courses/13387/discussion_topics/165270
Fri 2025-10-24							
11:00 - 12:00	SLU0000	Demo course	Room cannot be changed skogen	Claes Hellberg	Excursion	Kottplock	Detta är en schemakomplettering
w44 Wed 2025-10-29							
13:30 - 14:15	SLU0000	Demo course	Assembly hall Uppsala, The Teaching Building	Sara Wåhländer	Discussion		
w45 Fri 2025-11-07							

Lecture

Excursion

Presentation

Deadline

Discussion, Exercise

Questions

Link to this page Graphical

Please note that the page footer contains detailed information about those rooms that are on the reservations included in the schedule.

07:45 - 08:00	SLU0000	Demo course	Lecture
---------------	---------	-------------	---------

Name	Id, Building, City, Seats	
Assembly hall Uppsala	C-185119, The Teaching Building, Uppsala, 508	
DEMO Datorsal 1 Ulls hus	DEMO-Datorsal1, Ulls hus building A, Uppsala, 7	
DEMO Grupprum 01	DEMO-Grupprum01, VHC building 5, Uppsala, 10	

Name	Id, Building, City, Seats	
DEMO Sal L	DEMO-SalL, The Teaching Building, Uppsala, 120	
DEMO Sal P	DEMO-SalP, Ulls hus building B, Uppsala, 20	
DEMO-Audhumbla	DEMO-Audhumbla, VHC building 5, Uppsala, 150	
Room cannot be changed	_best_lokal_ej_valbar	

Changes in the schedule are immediately displayed and indicated with a red dot (see picture below). The indication is removed after 12 hours.

	Tid	Kurskod	Anmälningskod	Kursnamn	Plats, Hus
v 38	Ons 2025-09-17				
	14:00 - 16:00	SLU0000	DEMO00	Demokurs för visning	DEMO Datorsal 1 blocket
	Tors 2025-09-18				
	09:00 - 12:00	SLU0000	DEMO00	Demokurs för visning	DEMO-Audhumbla
	Fre 2025-09-19				
	09:00 - 12:00	SLU0000	DEMO00	Demokurs för	Valfri plats i

You can change the time frame for your schedule search by choosing an optional date. You can also go back to the search page by clicking on the “Search” – icon.

Sveriges lantbruksuniversitet

Sveriges lantbruksuniversitet / Student / Course schedule

Today < Oct > **Now +12 months** 🔍 Search SLU0000, Demo course, HT2024

	Time	Course code	Course name	Location, Building	Teacher
w42	Thu 2025-10-16				

Customize a schedule

In TimeEdit’s web interface there are a variety of possibilities to customize a schedule. Here are the most common:

Change schedule format (text schedule ↔ graphical schedule)

At the lower right part of the page there is a button that can be used to switch between the graphical and the text format of a schedule.

Switch from text schedule to graphical schedule:

Sveriges lantbruksuniversitet

Sveriges lantbruksuniversitet / Staff / Schedule

Today < Oct > Now +12 months 🔍 Search SLU0000, Dem Save favorite Subscribe Download Filter Customize

Time	Application code	Course name	Location, Building	Person	Activity	Service	Title	Info till studenter	Number of students	Request comment
Thu 2025-11-20 w47										
13:00 - 16:00	DEMO00	Demo course	DEMO Grupprum 01, VHC building 5	Evelin Axelsson	Lecture		var syns detta?		10	Eller annat grupprum med plats för 10
Thu 2025-11-27 w48										
13:00 - 16:00	DEMO00	Demo course	DEMO Sal L, The Teaching Building	Evelin Axelsson	Questions		Sista chansen att ställa frågor innan tentan!		10	
Wed 2025-12-03 w49										

☐ Lecture
 ☐ Excursion
 ☐ Presentation
 ☐ Deadline
 ☐ Discussion, Exercise
 ☐ Questions

[Link to this page](#)
[Graphical](#)

Switch from graphical schedule to text schedule:

Sveriges lantbruksuniversitet

Sveriges lantbruksuniversitet / Staff / Schedule

Today < Oct > Now +12 months Search SLU0000, Dem Save favorite Subscribe Download Filter Customize

	Monday 20/10	Tuesday 21/10	Wednesday 22/10	Thursday 23/10	Friday 24/10	Saturday 25/10	Sunday 26/10
w43							
9							
10		10:00 DEMO000 Demo course Valfri plats i Ulls hus. Sara Wähländer		10:00 DEMO000 Demo course Room cannot be changed.			
11		Questions Q&A Meddela Sara via Canvas var ni sitter!			11:00 DEMO000 Demo course Room cannot be changed.		
12							

Lecture Excursion Presentation Deadline Discussion, Exercise Questions

[Link to this page](#) [Text](#)

Switch back from graphical schedule to text schedule

Menu "Customize"

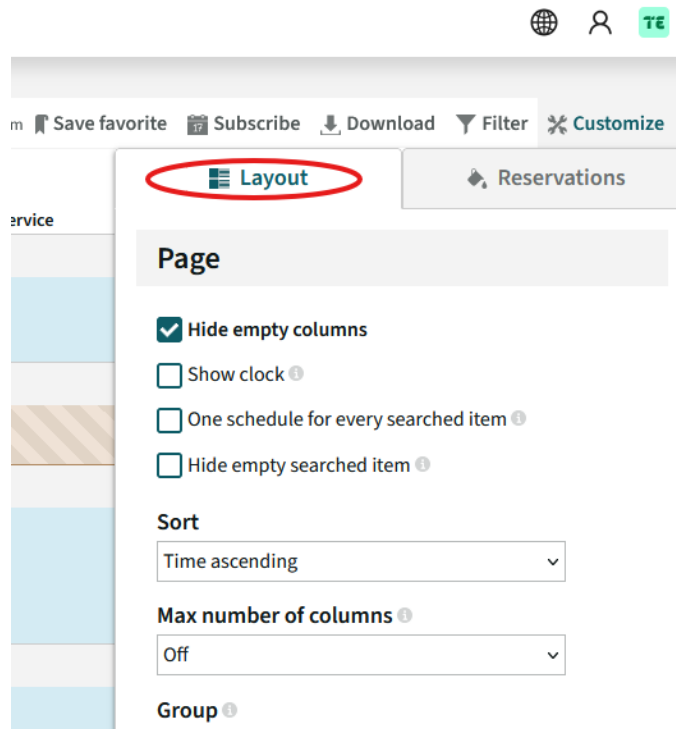
Sveriges lantbruksuniversitet

Sveriges lantbruksuniversitet / Staff / Schedule

Save favorite Subscribe Download Filter **Customize**

Under the menu "Customize" (in the upper right corner of the page) there is a variety of settings to make. The most common are presented below.

Submenu "Layout"

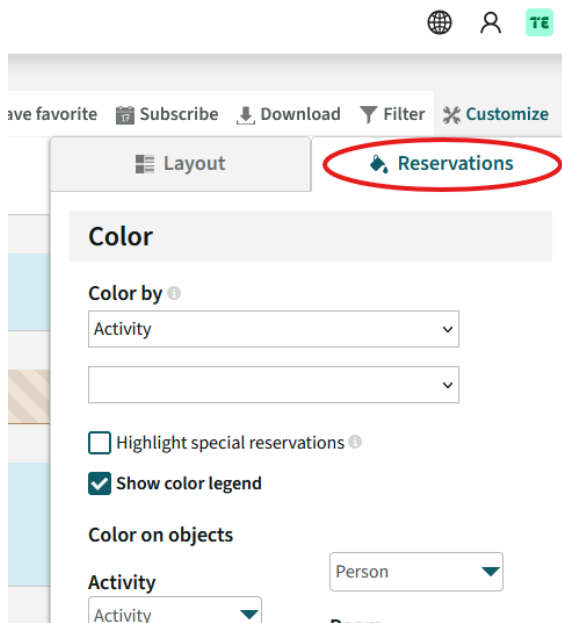


Here you can e.g. choose to change sorting and grouping in the schedule. Time frame and time format in the schedule can also be changed here as well as schedule format (graphical schedule or text schedule).

Submenu “Reservations”

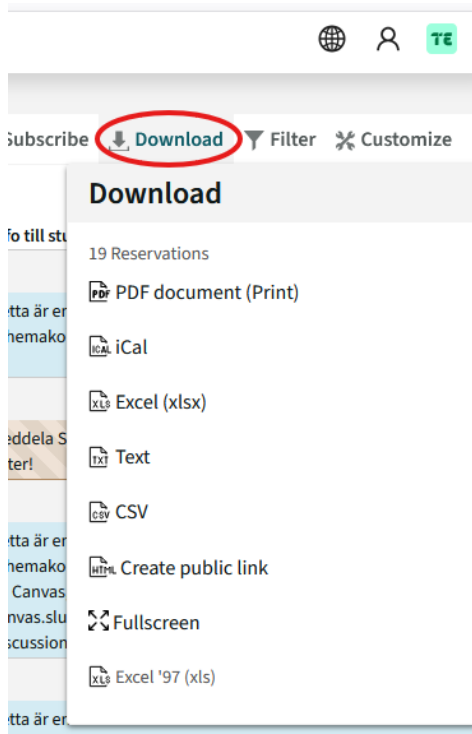
Under the submenu “Reservations” you can set how you want the colors to be displayed in the schedule. For example, you can choose to color according to the different objects displayed in the schedule (e.g. room, group, activity or person). By default, the schedule is colored according to “Activity” and each activity has a predetermined color, e.g. “Lecture” is green, “Seminar” is blue and so on.

Here you can select which columns are to be visible and also in which order they are shown in the schedule.



Download a schedule

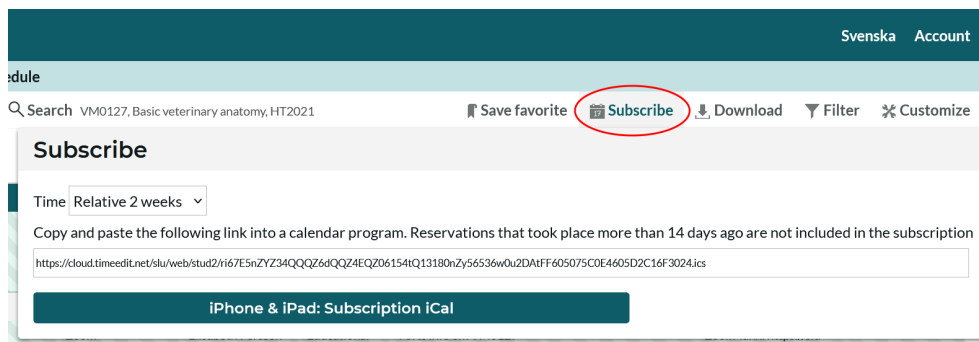
Under the menu "Download" (in the upper right corner of the page) you can choose to download your schedule. For example, you can download your schedule to PDF-, Excel-, or Text format. Please note that if the schedule changes, a new download must be made to the desired format to get the changes.



Subscribe to a schedule

You can subscribe to a schedule and view it on your device (e.g. your phone) or application (e.g. Outlook or Google Calendar).

You click on the "Subscribe" – icon and follow the instructions that appear in the box that is shown.



You can choose whether you want to subscribe relative 4 weeks or relative the entire date range that is displayed on the page.

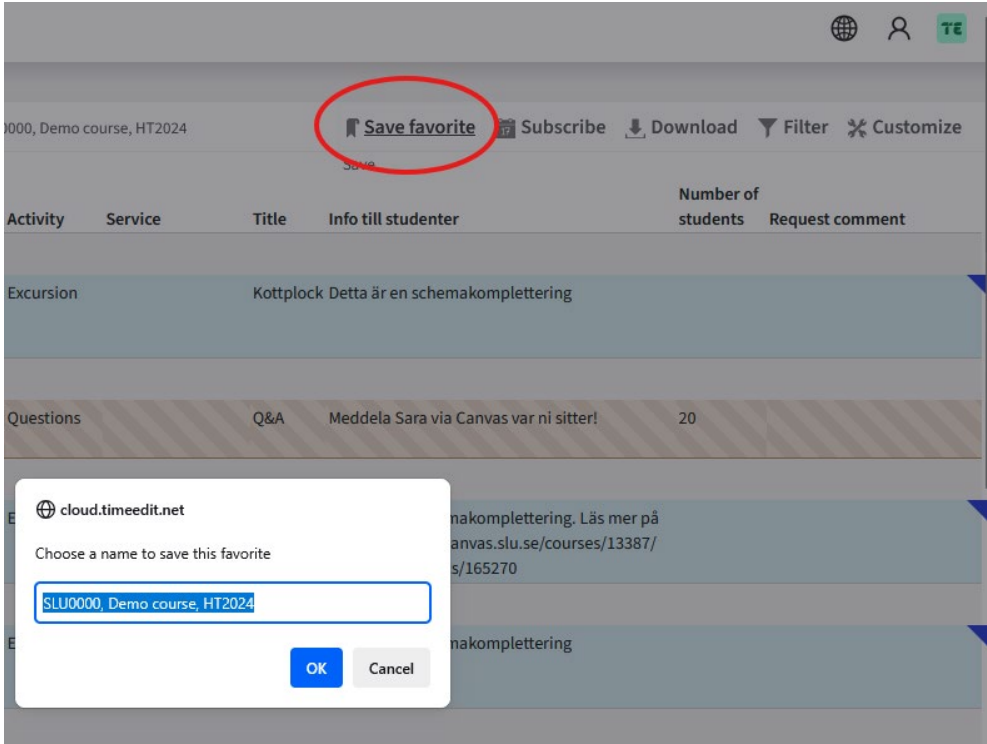
When you subscribe to a schedule in TimeEdit the so-called iCal format is used. This format does not determine how often the schedule is updated. Instead, it is the device or application that receives the subscription that determines this.

Some applications and devices allow you to set how often the subscription is updated while others use a fixed range.

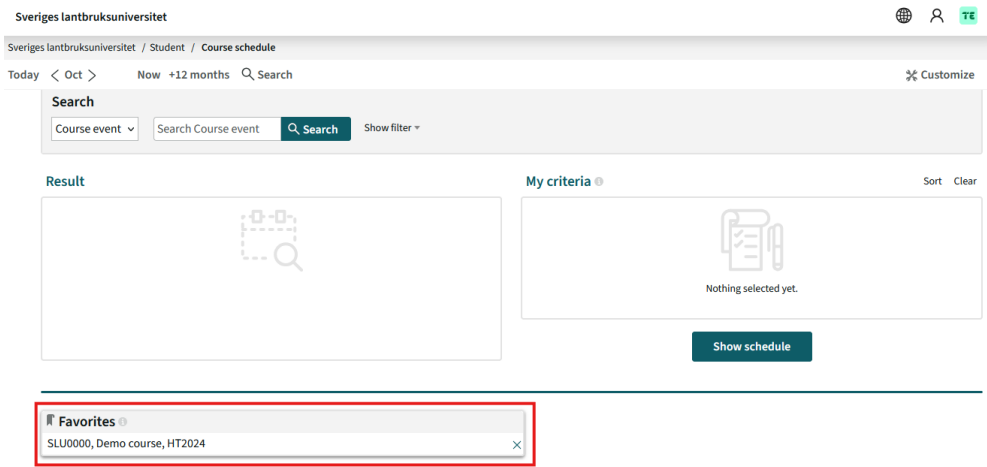
Save a schedule as favorite

You can save a schedule as favorite, which means that you do not have to search for it again every time you log in to TimeEdit's web interface.

You click on the icon "Save favorite", enter the name of the favorite in the box that appears and then click on the "OK" button.



The saved favorite is displayed on the search page.



Make web reservations

Sveriges lantbruksuniversitet

Sveriges lantbruksuniversitet / Student

Student

SCHEDULE PAGES

- Course schedule**
View course schedule
- Room schedule**
View room schedule
- Tentamensschema**
Visning av tentamensschema

RESERVATION PAGES - ALNARP

- Group study rooms - Alnarp**
Reserve group study rooms at Alnarp
- Makerspace - Alnarpsgården**
Reserve 3D-printer or sewing machine at the Alnarp Alnarpsgården

RESERVATION PAGES - UPPSALA

- Group study rooms - Uppsala Library**
Reserve group study rooms at the Uppsala Library
- Group study rooms - Biocentre**
Reserve group study rooms at the Uppsala Biocentre
- Group study rooms - MVM**
Reserve group study rooms at the Uppsala MVM
- Group study rooms - Ulls hus**
Reserve group study rooms at the Uppsala Ulls hus
- Group study rooms - VHC**
Reserve group study rooms at the Uppsala VHC
- Sports hall - Sytthallen**
Reserve Uppsala Sytthallen

RESERVATION PAGES - UMEÅ

- Group study rooms - Umeå Library**
Reserve group study rooms at the Umeå Library

RESERVATIONS

- My reservations**
Summary of all your reservations

In addition to schedule pages, the Student-entrance also contains a number of pages that can be used to make simple web reservations.

Just as an entrance can be locked, a reservation page can also be locked, which means that only certain user groups have access to the content on the page.

Some other reservation pages are open, which means that everyone who logs in to the entrance can also reserve the objects available on the reservation page.

The following example shows how a student can reserve one of the group study rooms in the Umeå Library.

Sveriges lantbruksuniversitet

Sveriges lantbruksuniversitet / Student / Group study rooms - Umeå Library

Group study rooms - Umeå Library

Reservation rules:

- * Group study rooms can be reserved between 6am and 11pm each day.
- * Reservations can only be made in one-hour-time frames e.g. 08.00-09.00.
- * You can have a maximum number of six (6) reservations per day.
- * Total number of active reservations that you can have is twelve (12).
- * Reservations can be made 2 weeks ahead.
- * When you make a reservation you have to write something in the field "Title".
- * At each reservation, the booker's name is displayed.
- * If you have not taken possession of the room within 15 minutes after the start time, others can use the room.

ROOM

SHOW AVAILABLE WITHIN TIME INTERVAL -

< 13 - 19 Oct >

Week Day

	Monday 13/10	Tuesday 14/10	Wednesday 15/10	Thursday 16/10	Friday 17/10	Saturday 18/10	Sunday 19/10
Group study room Akvariet AC-B309, Skogis, Seats 8							
Group study room Stacken AC-B310, Skogis, Seats 8							
Group study room Puppen AC-B314, Skogis, Seats 6							
Group study room Grotan							

Reservation rules are shown in the upper middle part of each reservation page (see picture above).

We choose the specific group study room we want to reserve by clicking on the column that belongs to that room and on the day we want to do our reservation.

You will now get a pop-up window where you set the start and end time for your reservation and enter a Title-text (mandatory). You can see it in the example below.

Sveriges lantbruksuniversitet

Sveriges lantbruksuniversitet / Student / Group study rooms - Umeå Library

Group study rooms - Umeå Library

Reservation rules:

- * Group study rooms can be reserved between 6am and 11pm each day.
- * Reservations can only be made in one-hour-time frames e.g. 08.00-09.00.
- * You can have a maximum number of six (6) reservations per day.
- * Total number of active reservations that you can have is twelve (12).
- * Reservations can be made 2 weeks ahead.
- * When you make a reservation you have to write something in the field "Title".
- * At each reservation, the booker's name is displayed.
- * If you have not taken possession of the room within 15 minutes after the start time, others can use the room.

ROOM SHOW AVAILABLE WITHIN TIME INTERVAL

Thu 16 October 2025

Begin 12:00 End 13:00

Room Group study room Puppan, AC-B314, Skogis, 6

Activity Web booking

Title* Manuals

Group study room Al AC-B309, Skogis, Seats 5

Group study room Si AC-B310, Skogis, Seats 5

Group study room Pi AC-B314, Skogis, Seats 6

Group study room Gi AC-B315, Skogis, Seats 5

Group study room Li AC-B315A, Skogis, Seats 5

Group study room Id AC-B317, Skogis, Seats 5

Group study room Ki AC-B317C, Skogis, Seats 5

Group study room Hi AC-B319, Skogis, Seats 5

12 13 14 15 16 17 18 19 20 21 22

Week Day

12:00 - 13:00

Then you click the "Reserve" button.

Now you will see a confirmation window for your reservation. If you want to send the reservation by email click the "Send confirmation" button and type in your email address.

Your reservation is now confirmed and in the system.

Thank you for your reservation!

Thursday 16 Oct 2025 w42

12:00 - 13:00 CET

Room Group study room Puppan

Created by Evelin Axelsson

Title Manuals

[Show reservation information](#)

Your reservations are shown both in the calendar and in the table “My reservations” (see picture below).

Group study room Idet AC-B315A, Skogis, Seats 7		
Group study room Idet AC-B317, Skogis, Seats 5		Evelin Axelsson
Group study room Kulan AC-B317C, Skogis, Seats 7		Evelin Axelsson
Group study room Hålan AC-B319, Skogis, Seats 5		



My reservations

Time	Room	Created by
2025-10-16 10:00 - 11:00	Group study room Idet	Evelin Axelsson
2025-10-16 09:00 - 10:00	Group study room Idet	Evelin Axelsson
2025-10-16 12:00 - 13:00	Group study room Puppen	Evelin Axelsson
2025-10-16 08:00 - 09:00	Group study room Puppen	Evelin Axelsson

Show more reservations

You can edit or cancel your reservation by just clicking on it and pressing “Edit / Cancel reservation” - button. You will then see a window where you can change the time or cancel reservation.

Thursday 2025-10-16

16 Oct 2025 w42

Begin 10:00 End 11:00 Done

Room Group study room Idet

Created by Evelin Axelsson

Title Manuals

Show reservation information

Cancel reservation Done

View exam schedule

For those courses whose exams are administered by the central exam organization, Exam services, it is possible to view an individual exam schedule in TimeEdit.

A basic prerequisite for this is that:

- The department responsible for the course is connected to the Exam services
- Ladok is used for exam registration and
- Exam services handles registered students in TimeEdit

Ask your course leader what applies to your course.

In such case, the link to the exam schedule is shown in the course schedule under the column "Exam info" (see picture below).

Sveriges lantbruksuniversitet

Sveriges lantbruksuniversitet / Student / Course schedule

Today < Oct > Now +12 months Search BI1103, Genetic diversity and plant breeding, HT2025 Save favorite Subscribe Download Filter Customize

Time	Course code	Course name	Exam info	Location, Building	Teacher	Activity	Exam type	Title	Comment
13:00 - 17:00	BI1103	Genetic diversity and plant breeding	exam.timeedit.net	Exam hall 1, The Teaching Building	Adrien Sicard	Examination Re-Exam BI1103	Papperstentamen	Re examination	

You can also see only the exam times for a course by using the Exam schedule in the first page.

Student

SCHEDULE PAGES

 **Course schedule**
View course schedule

 **Room schedule**
View room schedule

 **Exam schedule**
Viewing exam schedule

Click on the link to the exam schedule to get to the login page for TimeEdit's exam interface (see picture below).

Ex Student schedule

SLU - Sveriges lantbruksuniversitet / 1320943 / Student schedule



Välkommen!
Hitta ditt tentamensschema

AAAAA-MMDD-XXXX

View your exam schedule

Here you enter your personal identity number (**Swedish: personnummer**) in the format YYYYMMDD-XXXX and then click on the button "View your exam schedule".

Once inside the exam interface, you will see the information about the exam for which you are registered. For example, the examination time and the examination room are shown here (see picture below).

Ex

Student schedule

SLU – Sveriges lantbruksuniversitet / KE0069 Energisystemens miljöpåverkan / Student schedule

KE0069 Energisystemens miljöpåverkan

(id: 1322528)

Your schedule:

Oct 16 2025, 08:00 - 12:00

Add to calendar

Room:

Tentamenssal 2

Campus:

Ulltuna

Info:

Notes to students:

Inga tillåtna hjälpmedel

Exam details

Exam type

Digital salstentamen

Language

Svenska

17/17