URL for UM staff - http://spacer.um.edu.my

A. Login to System : Step 1 --> Step 2

1. Type in your UMMail username & password.
2. Click Submit button

B. Find a space : Step 3 --> Step 6

3. Click Book a Space
4. Choose Ptj & Department
5. Click SEARCH
6. Click the selected space’s BOOK THIS SPACE button
C. Book a Space: Step 7 --> Step 9

7. Choose Start (Date & time) and End (Date & time)

8. Type the Event & Num. of Participant

9. Click BOOK NOW

D. Check your reservation status: Step 11

• If your reservation is waiting for approval, the status is

• Once the Space Administrator approved your reservation, or it's an unmoderated reservation, the reservation status will change to and you will receive a confirmation email.

10. Check the message & the Reserved date & time
E. To cancel the reservation : Step 12

11. Click Status
12. To cancel reservation, Click CANCEL RESERVATION

F. To check list of reservations : Step 13 --> Step 15

13. Click Search
14. Choose PTj/Department/Space Name/ Date Duration/Status/Reserver
15. Click SEARCH

Note ::
For more information on the space that you want to reserve, please contact the PTj/Department that offers the space.