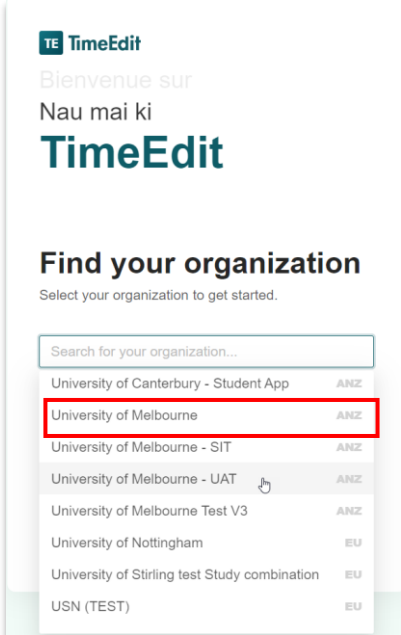
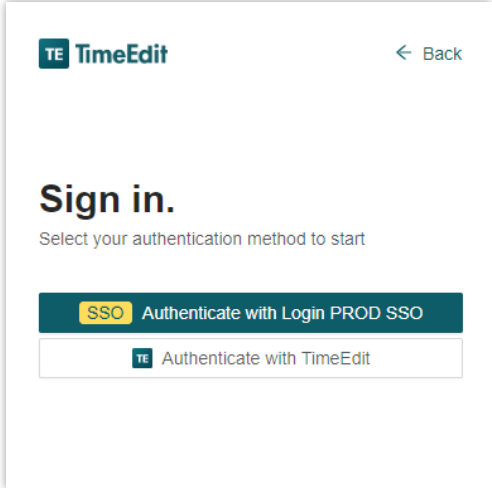
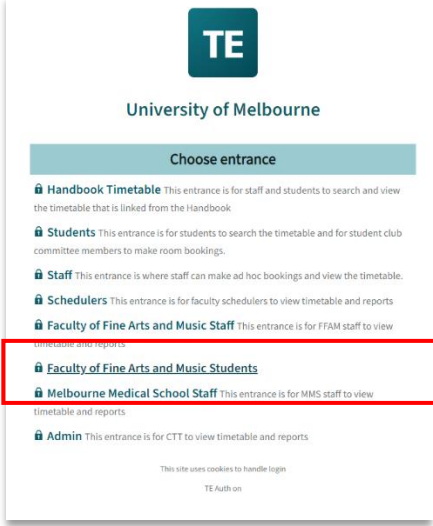
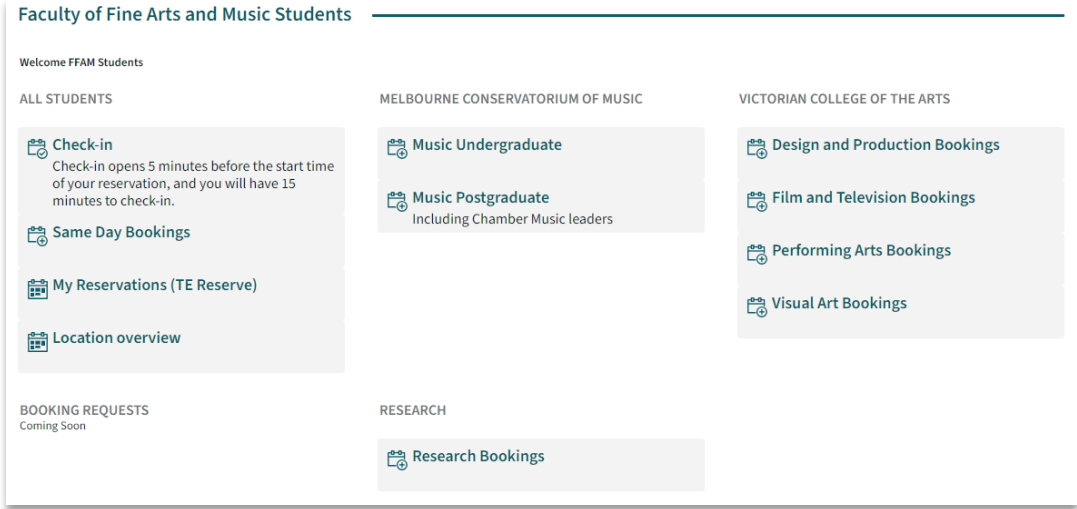


# FFAM Login to TE Reserve

Step	Action
1.	<p>Go to: Students: <a href="https://cloud.timeedit.net/au_unimelb/web/ffam_stu/">https://cloud.timeedit.net/au_unimelb/web/ffam_stu/</a> (or click on this link) Staff: <a href="https://cloud.timeedit.net/au_unimelb/web/ffam_stf/">https://cloud.timeedit.net/au_unimelb/web/ffam_stf/</a> (or click on this link)</p>
2.	<p>Click into the 'Search for your organisation' field and either:</p> <ul style="list-style-type: none"><li>• Type <b>University of Melbourne</b>, locate and select <b>or</b></li><li>• Scroll down to locate <b>University of Melbourne</b> then select.</li></ul> <p><b>Note: <i>do not</i> select the SIT or UAT options.</b></p> 
3.	<p>Select <b>SSO</b> and enter your login details.</p> 

Step	Action
5.	You'll then need to authenticate, then. <ul style="list-style-type: none"> <li>• Select <b>Log in</b></li> </ul>
6.	Select your entrance. <ul style="list-style-type: none"> <li>• Students: <b>Faculty of Fine Arts and Music Students</b> or,</li> <li>• Staff: <b>Faculty of Fine Arts and Music Staff</b></li> </ul>  <p>The screenshot shows the 'Choose entrance' section of the TE login page. It lists several options: Handbook Timetable, Students, Staff, Schedulers, Faculty of Fine Arts and Music Staff, Faculty of Fine Arts and Music Students (highlighted with a red box), Melbourne Medical School Staff, and Admin. Each option includes a brief description of its purpose.</p>
7.	Select the applicable option.  <p>The screenshot displays the 'Faculty of Fine Arts and Music Students' dashboard. It features a 'Welcome FFAM Students' message and several categories of options: 'ALL STUDENTS' (including Check-in, Same Day Bookings, My Reservations (TE Reserve), and Location overview), 'MELBOURNE CONSERVATORIUM OF MUSIC' (including Music Undergraduate and Music Postgraduate), 'VICTORIAN COLLEGE OF THE ARTS' (including Design and Production Bookings, Film and Television Bookings, Performing Arts Bookings, and Visual Art Bookings), 'BOOKING REQUESTS' (Coming Soon), and 'RESEARCH' (including Research Bookings).</p>