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Direct Booking System (DiBS)

Direct Spaces – Installation and Login

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# **Introduction**

**About Direct Spaces**

Direct Spaces is the mobile app version of the Enterprise Resource Booking/ DiBS/ EMS that provides basic space management functionality inherited from the University's web-based system. While not replicating all features of the web version, the app allows you to search for and book available spaces using your mobile device. It offers a simplified interface for accessing core space booking capabilities on-the-go.

# **Direct Spaces System Requirements**

| **Supported Platforms** | |
| --- | --- |
| Android | 5.0 and later |
| iOS | 10 (64 bit) or later |

# **Downloading and accessing the Direct Spaces app for iOS devices**

Step 1: Go to the Apple App Store on your iOS device.

Step 2: Search for "Direct Spaces" in the App Store.

A close-up of a logo

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Step 3: Tap the "Get" button to download and install the app.

Step 4: Open the app from your home screen, not the App Store page.

Step 5: On the "Welcome to Direct Spaces" screen, enter your University of Melbourne email address ending in “@student.unimelb.edu.au” if you are a student or “[@unimelb.edu.au](mailto:@unimelb.edu.au)” if you are a staff under "Enter your organization email or team identifier" field, then hit “Continue".

A screenshot of a phone

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Step 6: Upon entering your email, you will be redirected to the University's Single Sign-On (SSO) login web page. Login using your University SSO credentials.

A screenshot of a login screen

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Step 7: Once logged in, you may need to refresh the app or wait a few moments for the homepage to load.

A screenshot of a calendar

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# **Downloading and accessing the Direct Spaces app for Android devices**

Step 1: Open the Google Play Store on your Android device.

Step 2: Use the search bar to look for “Direct Spaces”.

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Step 3: Tap the "Install" button to download and install the app.

Step 4: Open the app from your home screen, not the Play Store page.

Step 5: On the "Welcome to Direct Spaces" screen, enter your University of Melbourne email address ending in “@student.unimelb.edu.au” if you are a student or “[@unimelb.edu.au](mailto:@unimelb.edu.au)” if you are a staff under "Enter your organization email or team identifier" field, then hit “Continue".

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