

# How to check your reservation status (Apartment)

You can make sure the reservation status from your portal site according to the following steps  
Only Apartment Booking Applications with a LODGED status can be changed via the web site.

From Your User Portal (There are two ways.)

① 「Accommodation Booking and/or Travel Expenses」

⇒ 「4. Cancel/Change Apartment Booking Application (Tsukuba Campus)」

② 「Accommodation Booking and Travel Expenses Application Status」

⇒ 「3. Apartment Accommodation Status」

<p>① 「Accommodation Booking and/or Travel Expenses」 ↓ 「4. Cancel/Change Apartment Booking Application (Tsukuba Campus)」</p>	<p>KEK User Portal Welcome Hiroko SHIBASAKI   LogOff   2015/12/24   Help</p> <p>&gt; Home &gt; Accommodation Booking and/or Travel Expenses &gt; 4.Cancel/Change Apartment Booking Application(Tsukuba Campus)</p> <p>#Cancel/Change Apartment Booking Application(Tsukuba Campus)</p> <p>To view the details of any accommodation booking click on the relevant Reservation No. in the table below.</p> <p>2 Applications</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Reservation No.</th> <th>Period</th> <th>Approval Status</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>F2015-00000199</td> <td>2015/12/23-2016/02/01</td> <td>PENDING</td> </tr> <tr> <td><input type="radio"/></td> <td>F2015-00000200</td> <td>2016/02/01-2016/02/20</td> <td>LODGED</td> </tr> </tbody> </table> <p>Notes</p> <ul style="list-style-type: none"> <li>* Only Apartment Booking Applications with a LODGED status can be changed via this page.</li> <li>* Apartment Booking Applications with any status may be cancelled.</li> <li>* If you wish to change the details of an Application that is either PENDING or APPROVED, please cancel the reservation and lodge a new Application. Alternatively, please contact the Users Office to request a change of details.</li> </ul> <p>Select from the above list the application you wish to Cancel or Change then choose the desired action from the buttons below.</p> <p>Cancel Apt. Booking   Change Apt. Booking</p>	Select	Reservation No.	Period	Approval Status	<input type="radio"/>	F2015-00000199	2015/12/23-2016/02/01	PENDING	<input type="radio"/>	F2015-00000200	2016/02/01-2016/02/20	LODGED			
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<p>② 「Accommodation Booking and Travel Expenses Application Status」 ↓ 「3. Apartment Accommodation Status」</p>	<p>KEK User Portal Welcome   LogOff   2015/12/24   Help</p> <p>&gt; Home &gt; Accommodation Booking and Travel Expenses Application Status &gt; 3.Apartment Accommodation Status</p> <p>#Apartment Accommodation Status</p> <p>Select the relevant reservation from the table below and click the [Open PDF] button to view a record of the booking.</p> <p>Note that the PDF version of the booking record will not open until the application has been APPROVED (See Status in the table below).</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Reservation No.</th> <th>Period</th> <th>Approval Status</th> <th>Accom. Charge Status</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>F2015-00000199</td> <td>2015/12/23-2016/02/01</td> <td>PENDING</td> <td>UNPAID</td> </tr> <tr> <td><input type="radio"/></td> <td>F2015-00000200</td> <td>2016/02/01-2016/02/20</td> <td>PENDING</td> <td>UNPAID</td> </tr> </tbody> </table> <p>Open PDF</p>	Select	Reservation No.	Period	Approval Status	Accom. Charge Status	<input type="radio"/>	F2015-00000199	2015/12/23-2016/02/01	PENDING	UNPAID	<input type="radio"/>	F2015-00000200	2016/02/01-2016/02/20	PENDING	UNPAID
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