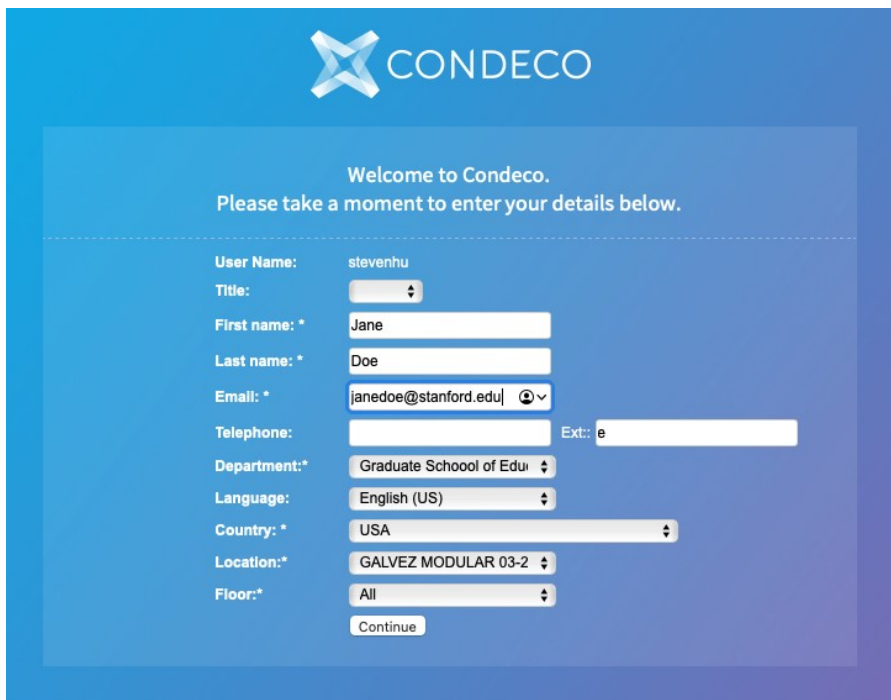# Cardinal Flex Account Creation and Instructions

Stanford University recently adopted a new drop down/hoteling software (Condeco Software) to assist with the implementation of hybrid and remote work. The Graduate School of Education currently has 2 desks available in the Galvez Modular for drop ins. Below are the instructions for account creation and instructions of use for both Web and App use.

1. Account creation via desktop browser – Before you can use the app, Condeco requires you to first log in via web browser and create an account.
   a. https://cardinalflex.stanford.edu/
      i. Cardinal Flex will reroute you to the Condeco software where you will be asked to fill out the information below. Be sure to select Galvez Modular as your location.
   1. ***PhD and Master Students:*** Please be sure to select CERAS for your location and not Galvez Modular.

2. After account creation, you will be brought to the "Today Page". In the Today Page, you can do multiple things.
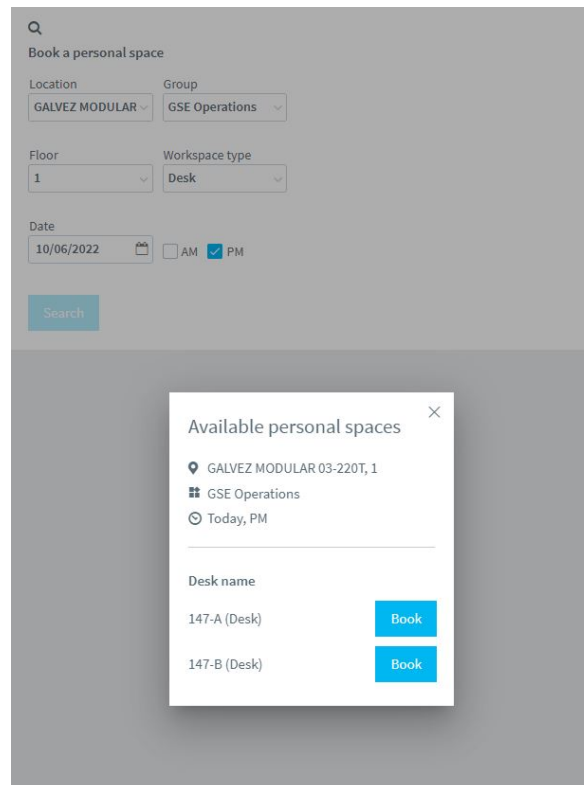
3. Options on the Today Page
   a. Change your work status
      i. By changing your status, you can inform your team you are not working, working remote, or on campus.
      ii. To book a space (For Today Only) click **change status**, select "**I want to book a personal space**", then click **continue**. This will show you what space is available for today only.
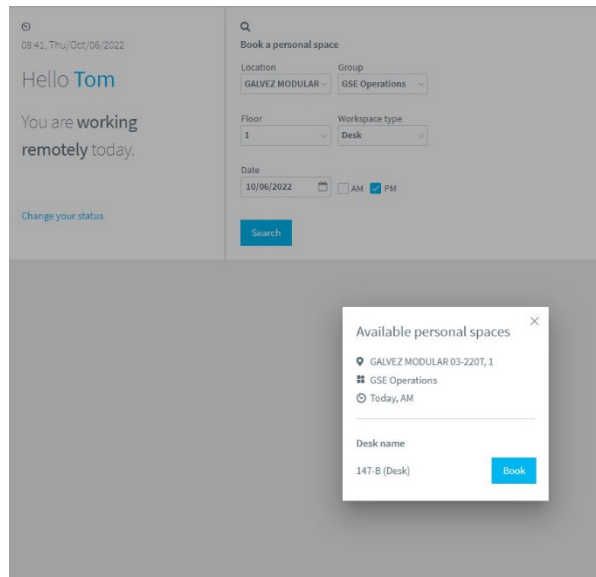
b. Book a Personal Space

i. If you would like to book something in advance, you can do this by selecting the date and the time of day (AM, PM, or both). Then click **search**.

ii. In this example, we selected Thursday 10/6/22 for a PM slot; we were given two options for personal space.

   i. By closing the "Today Page" you will be taken to the main Condeco Page, where you can book personal space, view floor plans, and see your future bookings already reserved.
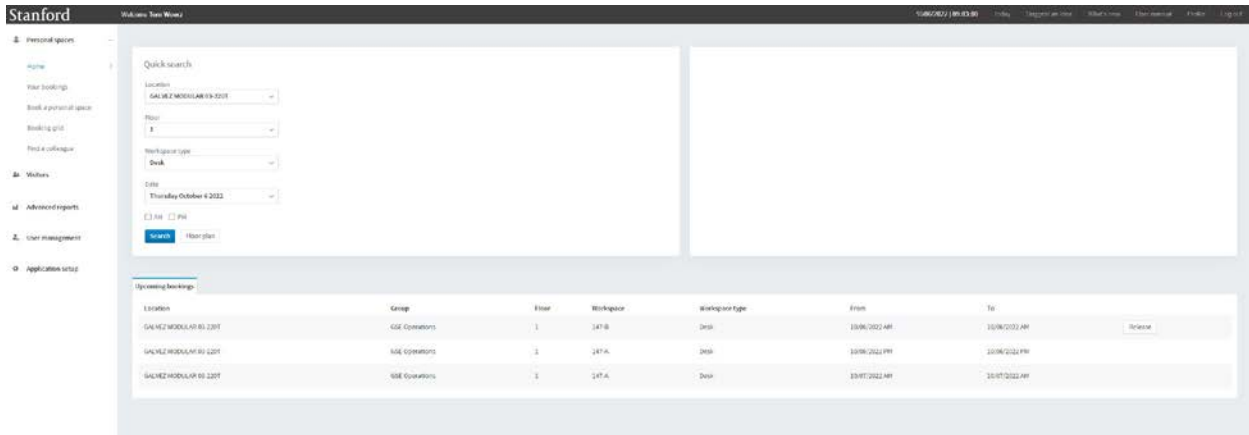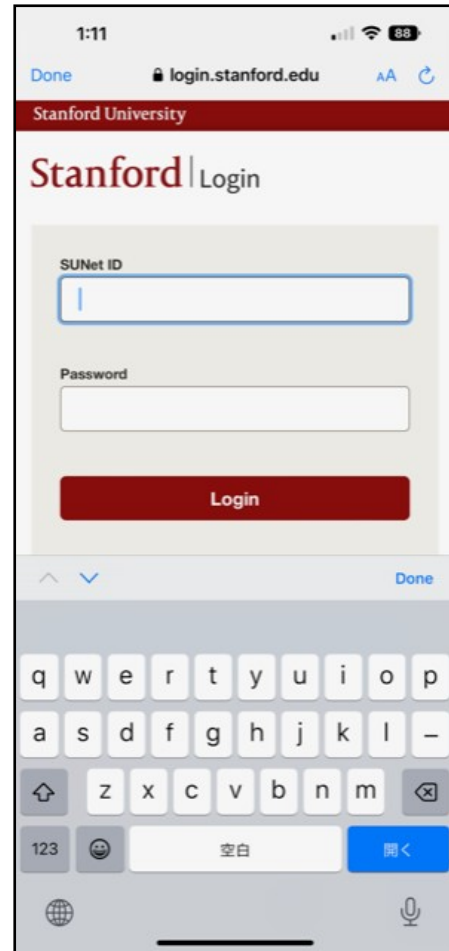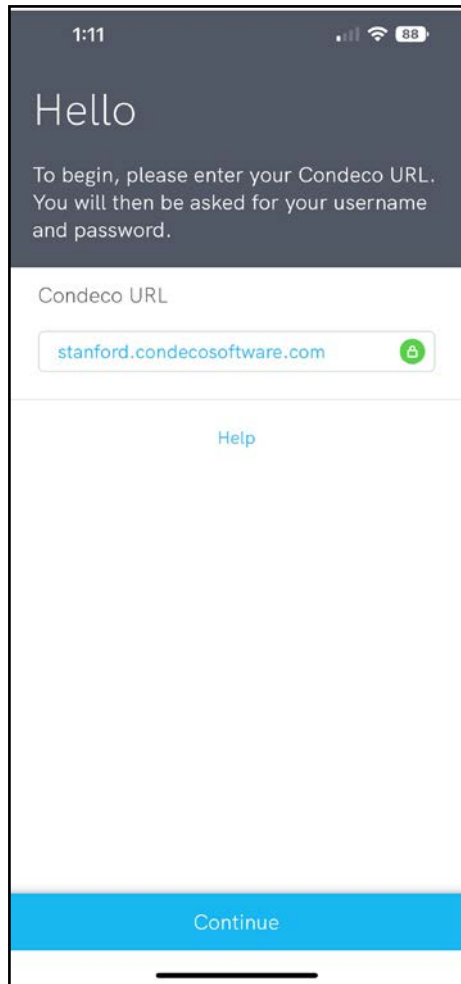

Logging in Via Condeco App

1. Download Condeco App from App Store (apple) or Google Plan Store (android).
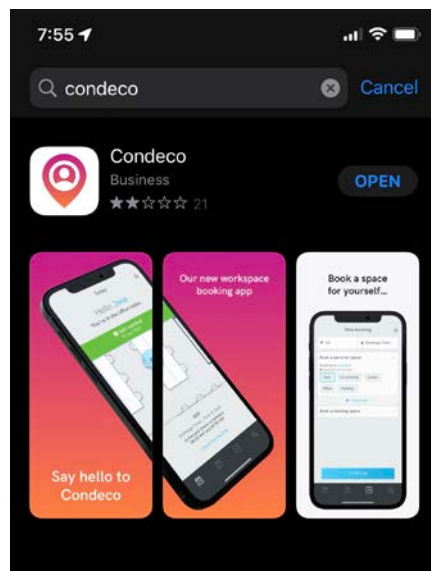
2. Upon opening, the app will ask you for the Condeco URL. Please type in stanford.condecosoftware.com. This will trigger an SSO log in as well as a 2 step verification.

3. Once completed, the app will ask you to verify the department and location. Please fill out information as seen below.
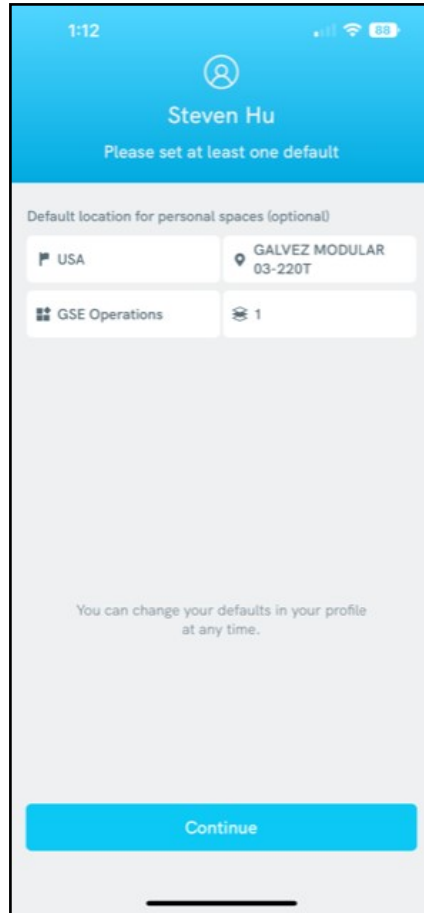
4. From the Condeco app, functionality is fairly similar to the browser; you can either.
   a. Change your Status.
      i. To change your status click **Change Status**. To book a space select **Book a Personal Space**, click **Continue**, then select the date and time slot you need and click **search**.
      ii. A floor plan of the building will populate and show which spaces are available to book within your search criteria. Select your space and press **Book Now**.
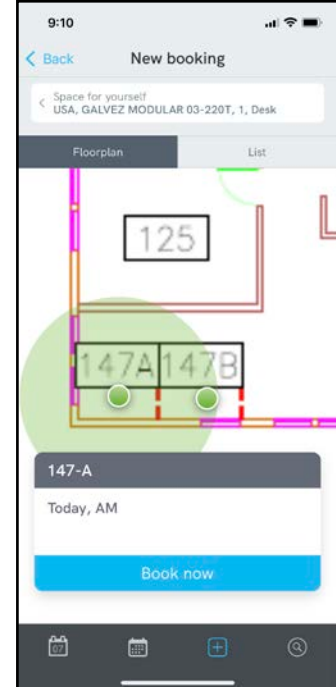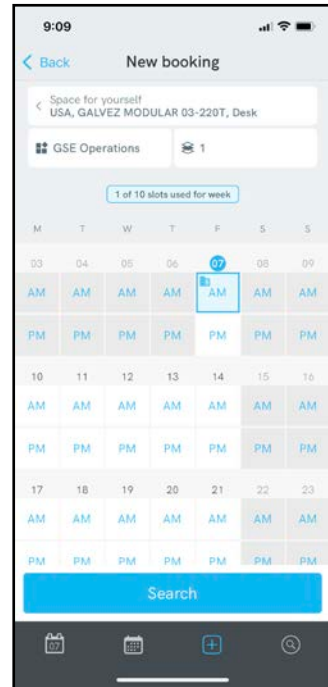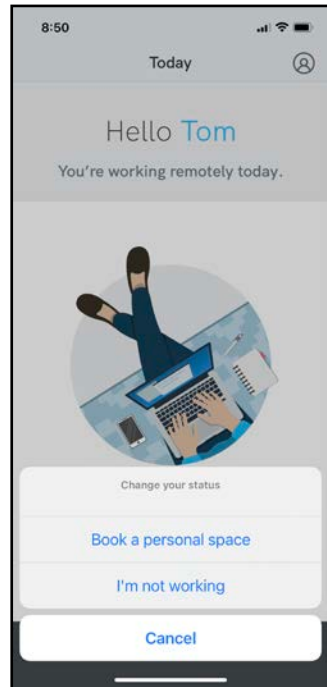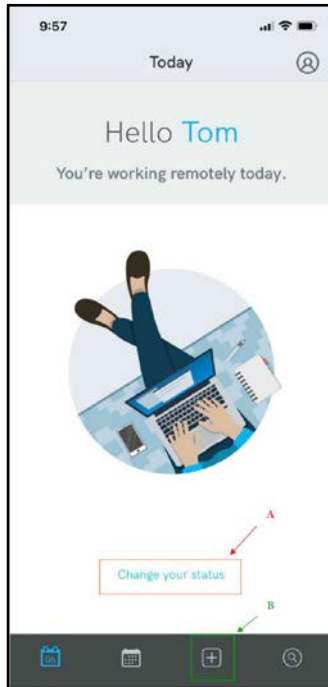
b. Book a personal space.

    i. To book a personal space, press the **Plus icon**, and then follow the same steps as above.

Checking in Via Condeco Browser and Mobile App

If you make a reservation for personal space on the day of, there is no need to check into your space. However, space reserved ahead of time will require check-in within 30 minutes of your reservation Start time. Failure to check-in to your space will bump your reservation and make the space open for others to book for that time slot.

1) Checking in via web browser:
   a. When you arrive to your space, pull up Condeco in the Web browser. From the "Today Page" click **Check in** to inform Condeco and your team that you have arrived.

2) Checking in Via Mobile App:

    a. To check in via Mobile app, open the Condeco app, click **Check in Now**, then scan the QR code on the desk of your work space. Now you are checked into your space!