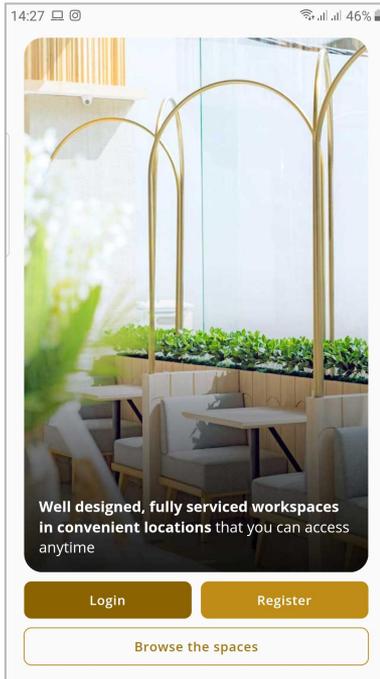


**GoWork App**  
**Step by Step**

# HOW TO REGISTER AN ACCOUNT ON GOWORK APP?

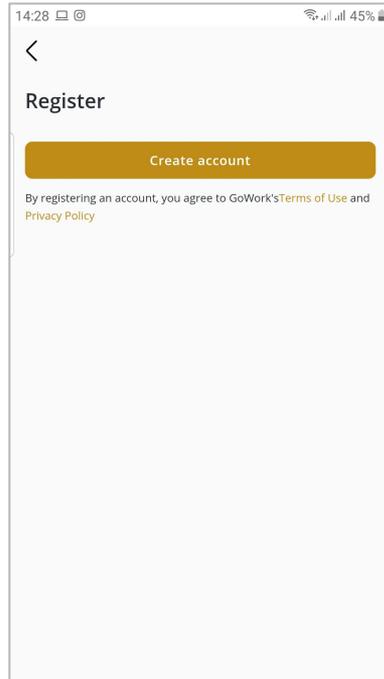
### Step 1 :

Download **GoWork App** on App Store or Play Store, or simply type **go-work.com/app**. Click **REGISTER**



### Step 2 :

Register by click **CREATE ACCOUNT**



### Step 3 :

Type your First Name and Last Name, click >



### Step 4 :

Type your active email, click >



### Step 5 :

Type your phone number, click >

14:29 @ 45%

<

And, your mobile number?

Mobile Number

+62 ▾ 81511218392

Please enter your active mobile number, as we will send SMS verification code to you.

>

### Step 6 :

Check your inbox message and input 4 digit of verification code.

Click **SUBMIT**

14:29 @ 45%

<

Enter verification code

Please check, we have sent a code via SMS to +62 81511218392

code will expire in 56

Verify

>

### Step 7 :

Create your password, click >

14:29 @ 45%

<

Create a password

Password

>

### Step 8 :

There is no coupon code while register. Just proceed to click **REGISTER**

14:29 @ 45%

<

Almost done, do you have a coupon code? (optional)

If you have a coupon code, please enter it here.

Add coupon +

Register

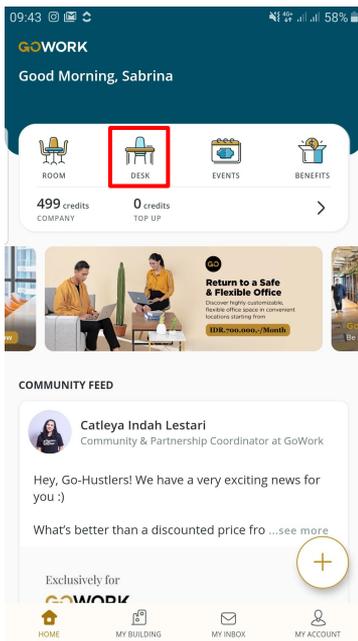
**HOW TO BOOK A WORKSPACE ON  
GOWORK APP  
FOR UPH STUDENTS?**

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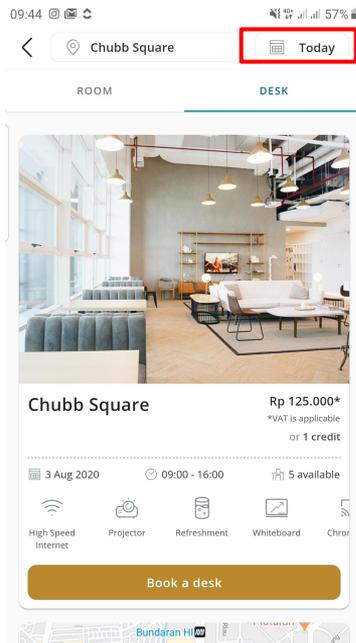
### Step 1 :

You are directed to Home page. To book a workspace, click **DESK**



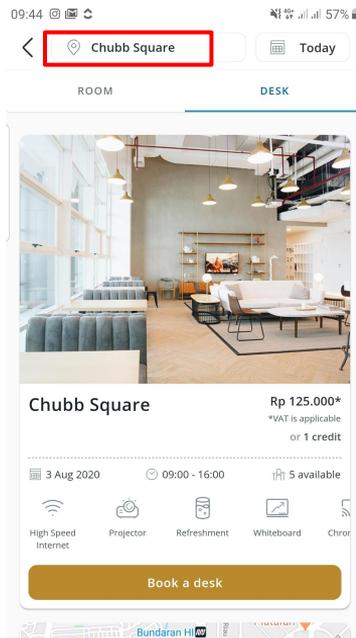
### Step 2 :

Choose your preferred time (Today or pick a date).



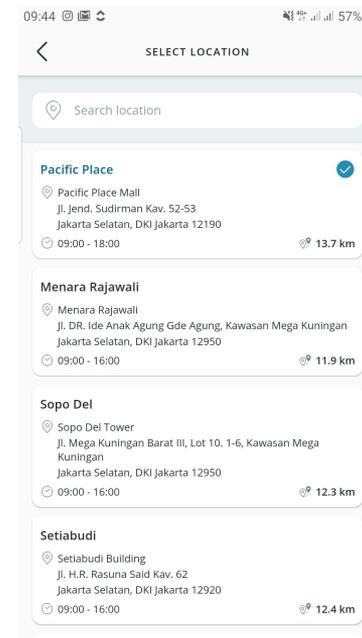
### Step 3 :

Click on the location bar at the top of the screen to choose your preferred location.



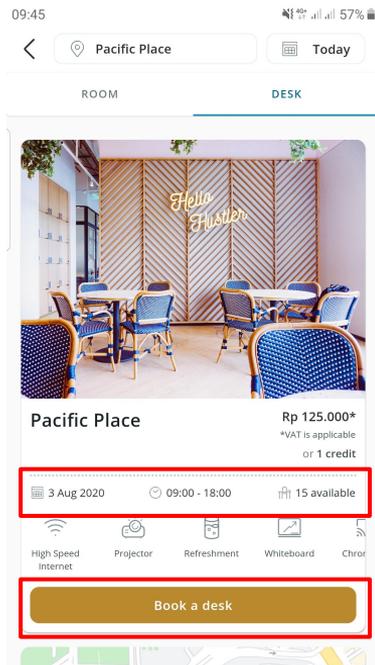
### Step 4 :

Choose your preferred location.



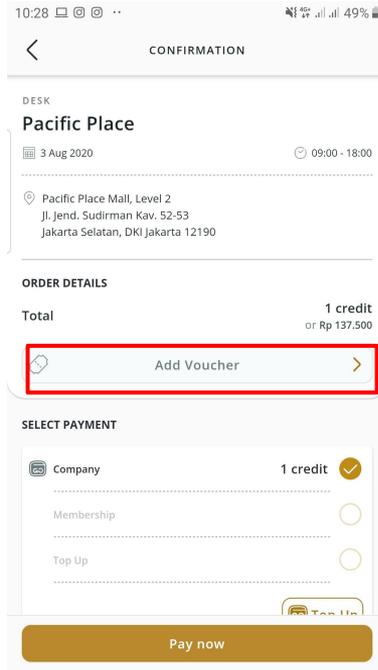
### Step 5 :

Check your details and make sure the slot is still available. If OK, click **BOOK A DESK**



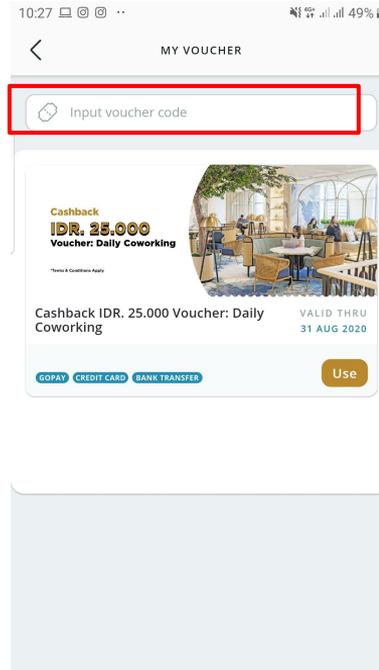
### Step 6 :

On Confirmation page, Click Add Voucher



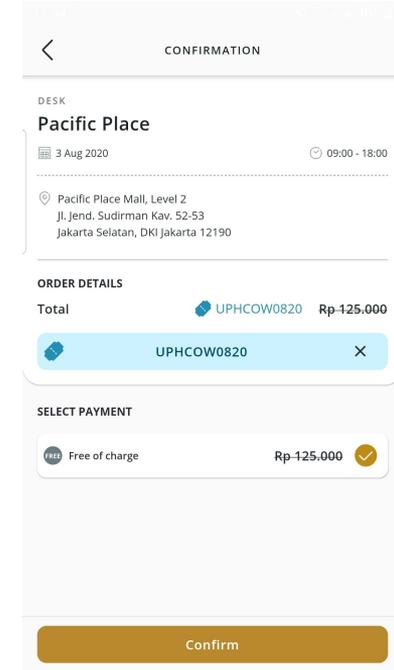
### Step 7 :

Input the voucher code  
**UPHCOW0820** and then Click **USE**



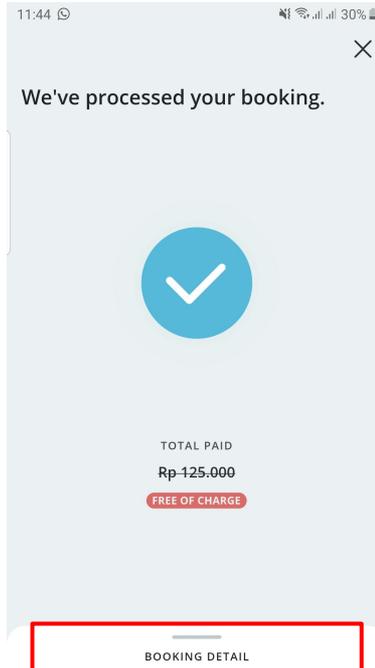
### Step 8 :

Promo code applied. There is no charge (FREE). Click **CONFIRM**



### Step 9 :

Your workspace has been booked successfully. Swipe up to **CHECK BOOKING DETAILS**



### Step 10 :

**Show your booking details** here and **Show your UPH Student Card** to GoWork Operational Team for check-in process



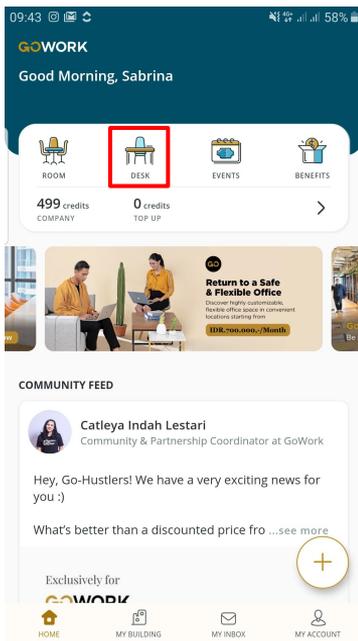
### Show your UPH Student Card



**HOW TO BOOK A WORKSPACE ON  
GOWORK APP  
FOR UPH LECTURERS?**

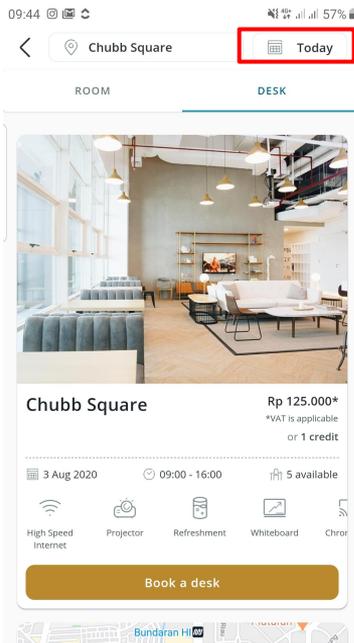
### Step 1 :

You are directed to Home page. To book a workspace, click **DESK**



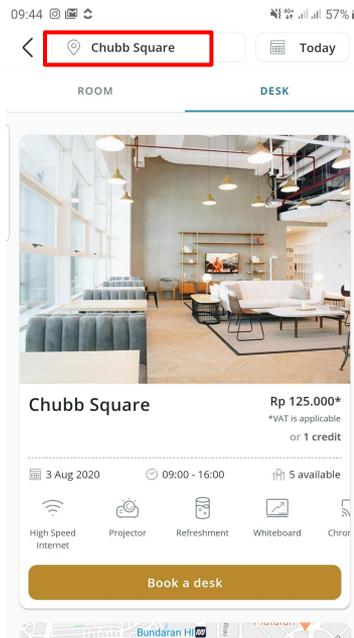
### Step 2 :

Choose your preferred time (Today or pick a date).



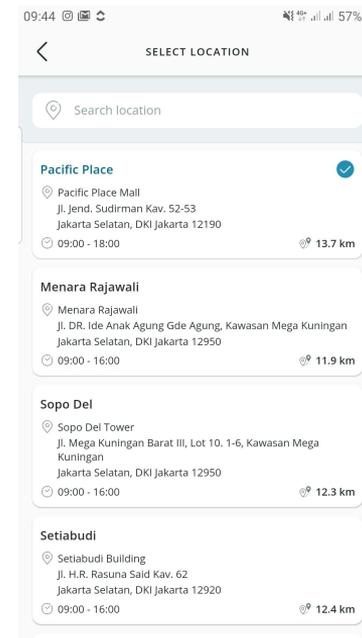
### Step 3 :

Click on the location bar at the top of the screen to choose your preferred location.



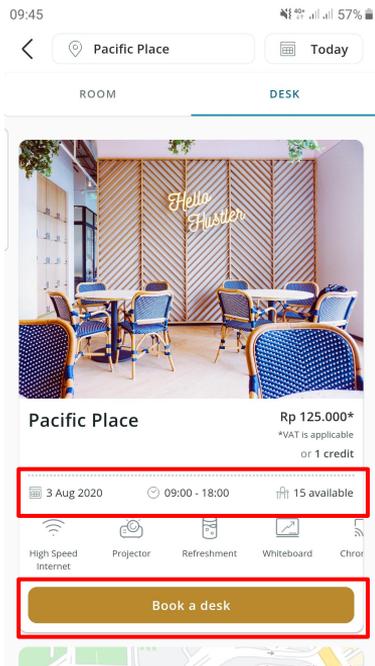
### Step 4 :

Choose your preferred location.



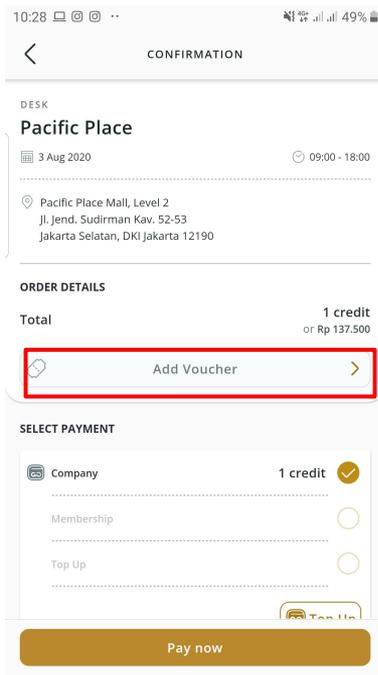
### Step 5 :

Check your details and make sure the slot is still available. If OK, click **BOOK A DESK**



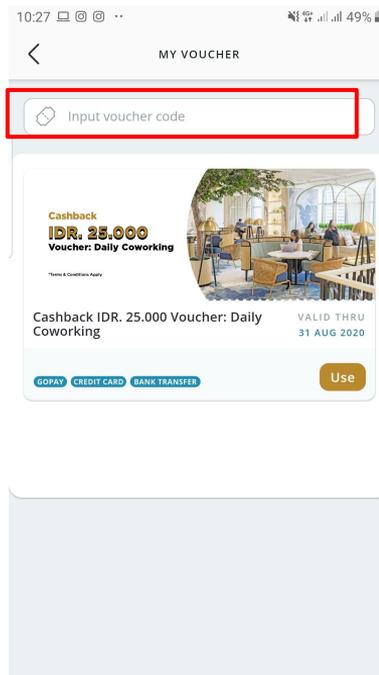
### Step 6 :

On Confirmation page, Click Add Voucher



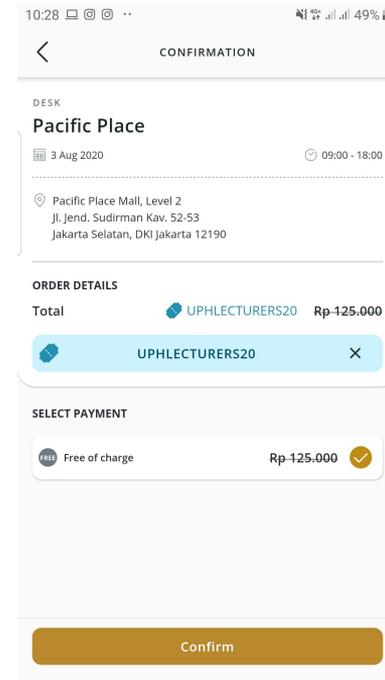
### Step 7 :

Input the voucher code  
**UPHCOW0820** and then Click **USE**



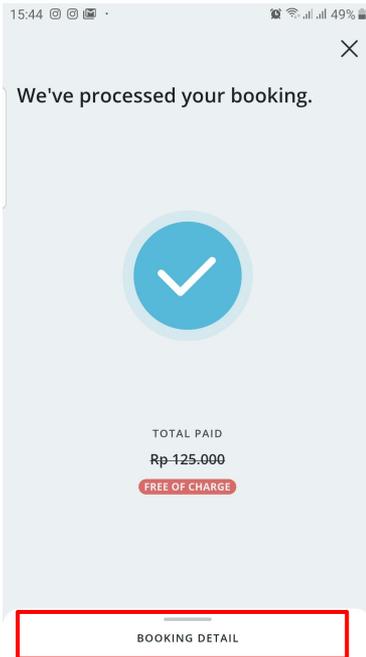
### Step 8 :

Promo code applied. There is no charge (FREE). Click **CONFIRM**



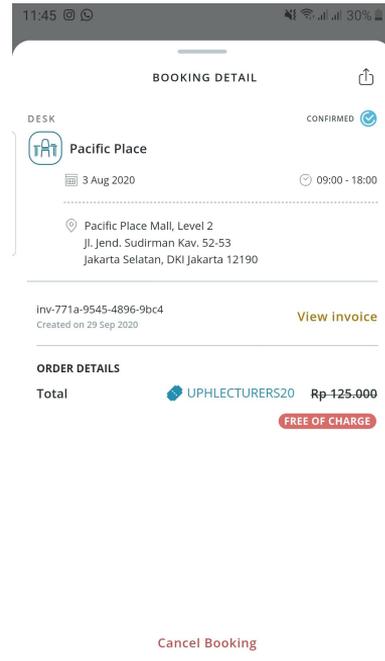
### Step 9 :

Your workspace has been booked successfully. Swipe up to **CHECK BOOKING DETAILS**



### Step 10 :

**Show your booking details** here and **Show your UPH Staff Card** to GoWork Operational Team for check-in process



### Show your UPH Staff Card



**THANK YOU**