This process is for currently enrolled College of Medicine students making reservations on the university’s Central Reservations System (EMS).

Please take a moment to read over this guide in its entirety prior to making a reservation.

**IMPORTANT:** Study spaces are available in the College of Medicine Medical Library on the 3rd floor of the Steven & Dorothea Green Library *Monday thru Friday* during the following time slots*:

10:00 AM to 6:00 PM

* The time in between time slots has been designated for sanitation

**Making a Reservation**

1. Login at reservations.fiu.edu (Internet Explorer or Edge are best) by entering your
   - FIU student username
   - Password
   - Domain: ad.fiu.edu (graduating classes 2021 & 2022 ONLY)
   - Domain: panther.ad.fiu.edu (graduating classes starting 2023 and on)

   Click on the **ABOUT**, 1 or 2 buttons on any screen for guidance.

2. Click **CREATE A RESERVATION**, then click the **book now** button.
   - Choose the Date, Time or Features and then click **Search**.
   - Click on the space name and then on the **Images** tab, then click on the actual image to view the seats in the venue.
   - Click the plus + button next to the room you want, click **Add Room** then click **Next Step**.
   - The **Customer** field should be pre populated with your **NAME**. If it is not already pre populated, please choose it from the available options.
   - The **1st contact** field should be pre populated with your **NAME**. If it is not already pre populated, please choose it from the available options. Your email will be pre populated. **Please enter your telephone number.**

3. Click the **Create Reservation** button. You will receive a confirmation via email shortly.

   Click the **Add to my calendar** link to keep track of your reservation.

**Check-in and Check-out Procedures**

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To utilize **College of Medicine Medical Library Study Spaces**, you must check-in and check-out directly at the study space location with the following:

- Your Panther ID
- Your Study Space Reservation Confirmation Email

**Cancelling a Reservation**

1. Login at [reservations.fiu.edu](http://reservations.fiu.edu) (Internet Explorer or Edge are best) by entering your
   - FIU student username
   - Password
   - Domain: panther.ad.fiu.edu

   ![Helpful Tips](https://example.com/helpful-tips.png)

   Click on the ABOUT, or ? buttons on any screen for guidance.

2. Refer to the **My Bookings** section on your home page.
3. Select the date of the reservation you would like to cancel.
4. Click on the Cancel button located to the right-hand side of the reservation line.