

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 during the following times:

Monday - Friday 10:00 am to 6:00 pm

*Following sanitation guidelines in academic spaces, students will be provided with supplies to sanitize their reserved study space before utilization. NO food or beverages allowed in the libraries.

Making a Reservation

1. Login at reservations.fiu.edu 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**, **i** or **?** 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

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

Reservations that remain unclaimed **30 minutes** after the reservation start time will be automatically cancelled and the space released to another student.

Cancelling a Reservation

1. Login at reservations.fiu.edu by entering your
 - FIU student username
 - Password
 - Domain: **panther.ad.fiu.edu**



Click on the **ABOUT**, **i** 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.