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:** Starting December 7, 2020 thru December 18, 2020 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** 12:00 pm to 10:00 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](http://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)

   ![Info icon] Click on the **ABOUT**, ![Info icon] or ![Info icon] 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.

   ![Info icon] 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.