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 **Monday thru Friday** during the following time slots*:

- 10 a.m. to 12 p.m.
- 1 p.m. to 3 p.m.
- 4 p.m. to 6 p.m.

*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, 📚 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 EMS_COM_Students. If it is not already pre populated, please choose it from the available options.
   - Select your name from the 1st Contact field dropdown menu. You can type in your last name to expedite the search. **Ensure you DO NOT use the Temporary Contact option.**

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

Cancelling a Reservation

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