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

**IMPORTANT:** Study spaces are available in the DoIT Faculty Resource Center Lab **Monday thru Friday** during the following time slots*:

- 9 a.m. to 12 p.m.
- 1 p.m. to 4 p.m.

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

**Making 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: [ad.fiu.edu](http://ad.fiu.edu)

   Click on the **ABOUT**, ![FAQ](http://en.wikipedia.org/wiki/Frequently Asked Questions) or ![Help](http://support.apple.com/kb) 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 ![Plus](http://en.wikipedia.org/wiki/Plus%20sign) button next to the room you want, click **Add Room** then click **Next Step**.
   - The **Customer** field should be pre populated with **EMS_Faculty**. 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 DolIT Faculty Resource Center Lab Study Spaces, you must check-in and check-out at 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: ad.fiu.edu

   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.