

This process is for FIU Faculty 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:** Faculty spaces in GL 150 - MMC Faculty Resource Center Lab and in AC1 148 - BBC Faculty Resource Center Lab during the following time slots\*:

MMC - GL 150	BBC – AC1 148
Monday thru Friday 9:00 AM to 4:00 PM	Monday thru Friday 9:00 AM to 4:00 PM

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

## Making a Reservation

1. Login at [reservations.fiu.edu](https://reservations.fiu.edu) by entering your

- FIU username
- Password
- Domain: **ad.fiu.edu**



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 **EMS\_Faculty**. If it is not already pre populated, please choose it from the available options.
- Select your name from the **1<sup>st</sup> 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 DoIT Faculty Resource Center Lab Spaces, you must **check-in** and **check-out** at with the following:

- Your Panther ID
- Your Faculty 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 faculty.

## Cancelling a Reservation

1. Login at [reservations.fiu.edu](https://reservations.fiu.edu) by entering your
  - FIU username
  - Password
  - Domain: **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.