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*:

<table>
<thead>
<tr>
<th>MMC - GL 150</th>
<th>BBC – AC1 148</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday thru Friday 9:00 AM to 4:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

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

Making a Reservation

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

   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_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

Published 8/14/2020
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 by entering your
   - FIU 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.