WebApp Study Space Reservation Process

This process is for currently enrolled FIU 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 FIU at I-75 during the following time slots*:

- **Monday thru Friday**
  - 10 a.m. to 12 p.m.
  - 1 p.m. to 3 p.m.
  - 4 p.m. to 6 p.m.

- **Saturdays**
  - 9 a.m. to 11 a.m.
  - 12 p.m. to 2 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: panther.ad.fiu.edu

   Click on the ABOUT, ? or help 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.

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 **FIU at I-75 study spaces**, you must **check-in** and **check-out** at the Welcome Desk located on the first floor with the following:

- Your Panther ID
- Your Study Space Reservation Confirmation Email

Cancelling 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: panther.ad.fiu.edu

   ![Info icon](https://via.placeholder.com/15)
   Click on the **ABOUT**, ![Info icon](https://via.placeholder.com/15) or ![Info icon](https://via.placeholder.com/15) 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.**