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

- 9 a.m. to 4 p.m.
- *15 minutes in between reservations have been designated for sanitation

Making a Reservation

1. Login at reservations.fiu.edu by entering your
   - FIU student username
   - Password
   - Domain: panther.ad.fiu.edu
   
   ![Outline](Image)
   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 your NAME. If it is not already pre populated, please choose it from the available options.
   - The **1st contact** field should be pre populated with your NAME. If it is not already pre populated, please choose it from the available options. Your email will be pre populated. Please enter your telephone number.

3. Click the **Create Reservation** button. You will receive a confirmation via email shortly.

   ![Outline](Image)
   Click the **Add to my calendar** link to keep track of your reservation.

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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

Reservations that remain unclaimed 30 minutes after the reservation start time will be automatically cancelled and the space released to another student.

Cancelling a Reservation

1. Login at reservations.fiu.edu by entering your
   - FIU student username
   - Password
   - Domain: panther.ad.fiu.edu
   
   Click on the ABOUT, ![Help Icon](image) or ![Help Icon](image) 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.