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 at the Instructional & Research Computing Center in PC 413 - MMC and AC1 293 - BBC during the following time slots*:

<table>
<thead>
<tr>
<th>PC 413</th>
<th>AC1 293</th>
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<tbody>
<tr>
<td><strong>December 14, 2020 – January 8, 2021</strong></td>
<td><strong>December 14, 2020 – December 18, 2020</strong></td>
</tr>
<tr>
<td><strong>Monday thru Friday</strong> between 9 a.m. to 5 p.m.</td>
<td><strong>Monday thru Friday</strong> between 8 a.m. to 5 p.m.</td>
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<tr>
<td><strong>December 21, 2020 – January 8, 2021</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Monday thru Friday</strong> between 9 a.m. to 3 p.m.</td>
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</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 student username
   - Password
   - Domain: panther.ad.fiu.edu

   ![Icons](icons.png)
   Click on the ABOUT, ![Icon](icon1.png) or ![Icon](icon2.png) 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.

   ![Icons](icons.png)
   Click the Add to my calendar link to keep track of your reservation.
Check-in and Check-out Procedures

To utilize Instructional & Research Computing Center Study Spaces, you must check-in and check-out directly at the study space location 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

   ![Lightbulb icon] 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.