

This process is for currently enrolled FIU Law 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 the College of Law Library during the following times:

**Monday – Friday** 10:00 am to 6:00 pm

\*Following sanitation guidelines in academic spaces, students will be provided with supplies to sanitize their reserved study space before utilization. NO food or beverages allowed in the libraries.

## Making a Reservation

1. Login at [reservations.fiu.edu](https://reservations.fiu.edu) by entering your
  - FIU student username
  - Password
  - Domain: **panther.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 your **NAME**. If it is not already pre populated, please choose it from the available options.
  - The **1<sup>st</sup> 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.



Click the **Add to my calendar** link to keep track of your reservation.

## Check-in and Check-out Procedures

To utilize Law Library Study Spaces, you must **check-in** and **check-out** at the Information Desk 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](https://reservations.fiu.edu) by entering your
  - FIU student username
  - Password
  - Domain: **panther.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.