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 Monday thru Friday during the following time slots*:
- 10 a.m. to 12 p.m.
- 1 p.m. to 3 p.m.
- 4 p.m. to 6 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 🎨 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**.
   - Choose your name in the **1st Contact** field and add your phone 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.

**Seating Maps:** First Floor, Third Floor
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

Cancelling 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 🎨 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.