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 the Graham Center and Wolfe University Center follows:

Graham Center
Monday thru Friday between 8 a.m. to 7 p.m.
Saturday thru Sunday between 9 a.m. to 5 p.m.

Wolfe University Center
Monday thru Friday between 8 a.m. to 5 p.m.
Saturday thru Sunday between 10 a.m. to 4 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, 1 or 2 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 FIU major. If it is not already pre populated, please choose it from the available options.
   • Select your name from the 1st Contact field dropdown menu. You can type in your last name to expedite the search. Ensure you DO NOT use the Temporary Contact option.

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 **Graham 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

**Note:** If your reservation is at the GC West Hallway please check-in and check-out at the Event Planning Office in GC 1210.

To utilize **Wolfe University Center Study Spaces**, you must **check-in** and **check-out** at Wolfe University Center 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, ı 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.