

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](https://reservations.fiu.edu) 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.
- 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 **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

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,  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.