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](http://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**.
   - 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.

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

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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](http://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.