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 from 1 up to 4 hour time blocks in the Steven and Dorothea Green Library during the following times:

- **Monday thru Friday** - 10:00 AM to 10:00 PM
- **Saturday & Sunday** - 12:00 PM to 8:00 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 library.

## Making a Reservation

1. Login at [reservations.fiu.edu](reservations.fiu.edu) by entering your
   - FIU student username
   - Password
   - Domain: `panther.ad.fiu.edu`

   ![Lightbulb](lightbulb.png) 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**.
     - If a list of available spaces does not appear you may have extended beyond the reservable four hours. Please adjust time.
   - 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.

Published 8/14/2020
Click the **Add to my calendar** link to keep track of your reservation.

**Check-in and Check-out Procedures**

To utilize **Steven and Dorothea Green Library Study Spaces**, you must **check-in** and **check-out** at the Information Desk located on the second floor 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](http://reservations.fiu.edu) by entering your
   - FIU student username
   - Password
   - Domain: **panther.ad.fiu.edu**
   
   ![Tip](image)
   
   Click on the **ABOUT**, ![Help](image) or ![Help](image) 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.