WebApp Study Space Reservation Process

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: Starting November 16, 2020 through December 11, 2020 study spaces* are available from 1 up to 4 hour time blocks in the Steven and Dorothea Green Library during the following time slots:

- **Monday thru Friday** - 10:00 AM to 10:00 PM
- **Saturday thru 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 (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.
     - 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.
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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

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.