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: Study spaces are available from 1 up to 4 hour time blocks in TRIO SSS Center - SASC 220 during the following times:

- Monday thru Thursday - 9:00 AM to 5:00 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.

Making a Reservation

1. Login at 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.
     - 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.

   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 **TRIO SSS Center**, 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 by entering your
   - FIU student username
   - Password
   - Domain: panther.ad.fiu.edu

   ![Tip](Click on the ABOUT, ![i] 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.