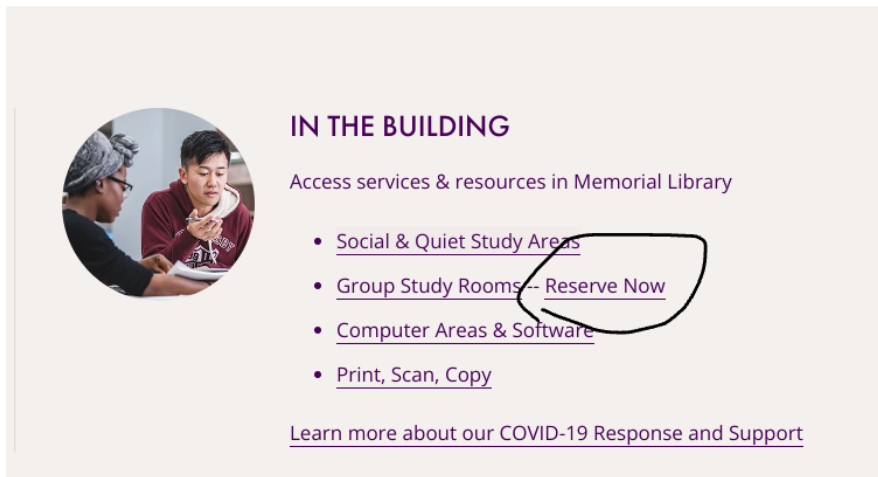
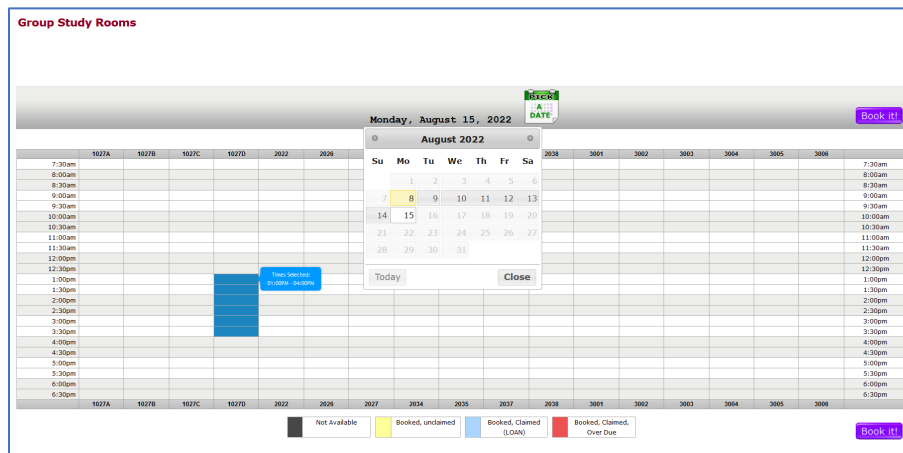


How to [book a group study room](#):

1. On Library home page library.mnsu.edu, scroll down below Hours. Group Study Room link is in righthand column. Click on Reserve Now.



2. Click on the Pick A Date calendar icon to change day.
3. Look for a room available at time you plan to meet.
4. Click on the half-hour boxes to create a time block of up to 3 hours.
5. Click the purple **Book It** button.



6. Enter your StarID on the Booking Information page.

Booking Information

Start Date	<input type="text" value="2022-08-10"/>
Start Time	<input type="text" value="12:01"/>
End Date	<input type="text" value="2022-08-10"/>
End Time	<input type="text" value="14:59"/>
StarID or MavCard Barcode	<input type="text"/>

7. Next page will show message “The booking request has been accepted.” This is your confirmation. Booking is complete.

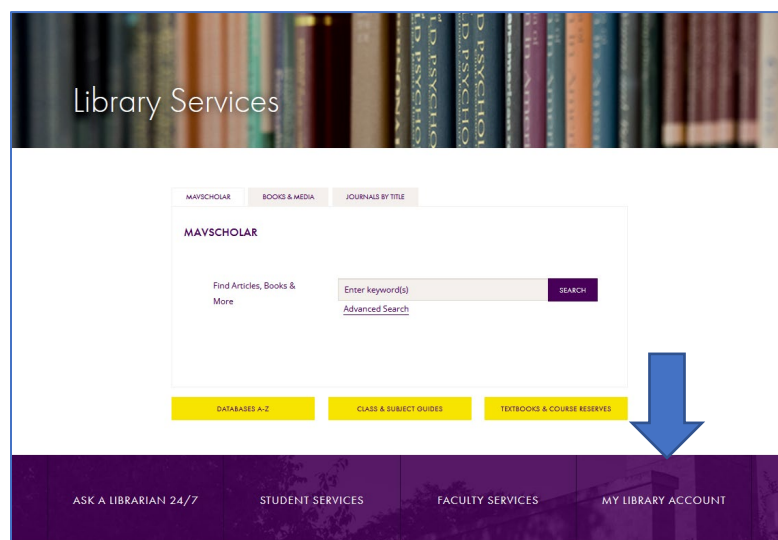
The booking request has been accepted. You have reserved: 1027D

Date: 2022-08-15 from 13:01 to 15:59

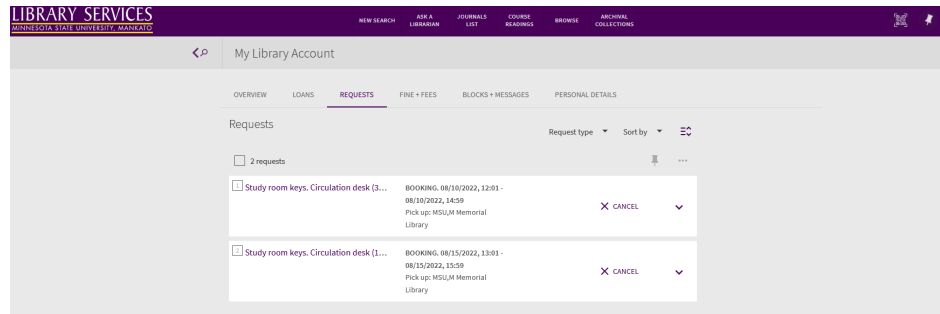
[Back to booking page.](#)

8. To doublecheck or cancel your room booking:

a. Go to Library homepage (library.mnsu.edu). Login into your Library Account.



b. Room bookings will show up under the Requests tab.



- c. To change day or time, cancel existing booking, and then go to Booking page to create a new booking.