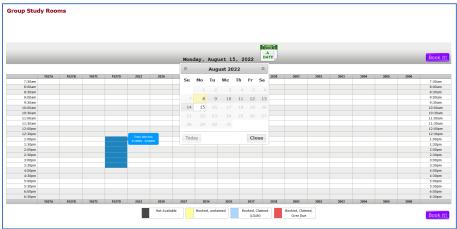
How to book a group study room:

1. On Library home page <u>library.mnsu.edu</u>, 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	2022-08-10			
Start Time	12:01			
End Date	2022-08-10			
End Time	14:59			
StarID or MavCard Barcode	lb.			
	Book it			

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.

LIBRARY SERVICES	NEW SEARCH AS	IK A JOURNALS COURSE BROW ARIAN LIST READINGS BROW	SE ARCHIVAL COLLECTIONS	14 ×
۹ >	My Library Account			
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	08/15	UNG. 08/15/2022, 13:01 - /2022, 15:59 µp: MSU,M Memorial Ty	🗙 CANCEL 🗸 🗸	

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