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

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.