How to Reserve a Group Study Room - Instructions

1. Go to library.austincc.edu

2. Under For Students, select Reserve a Group Study Room.

3. Select the preferred campus link.

4. Click Go To Date or click on green available time on the calendar to choose a date/time.

5. Choose desired room (based on group size) and select desired start time.

6. Towards bottom of page (select dropbox), select duration of reservation, up to 2 hours from start time.

7. Click Submit times.
8. Review Booking details and Read Terms and condition information.

9. **Click Continue** on Terms and Conditions page.

10. Enter **FIRST and LAST names**.

11. Enter **ACC student email**. (Must end in g.austincc.edu)

12. Choose **number of students** in group.

13. Click **Submit my Booking**.

14. To confirm or cancel booking please see your ACC email.

After confirming booking:
- Please **go to Ask a Librarian desk to check in.**
- Please **bring your ACC ID card.**