








New Online Scheduling System

1. Go to the NWSU LibCal Page URL: shorturl.at/pCIKS (or use the link on the library webpage).
2. You can reserve a room up to two weeks in advance.
3. Click on each half hour block of time, up to 2 hours, that you'd like to reserve. Small Study Rooms are at the top of the page. Group study rooms (8 and 9) are at the bottom.

Space	n	6:00am	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm
<input type="checkbox"/> Study Rooms								
Info Study Room 01  								
Info Study Room 02  								

4. To undo a selection, click on the trash can next to the time slot at the bottom of the page.
5. Click on “Submit” at the bottom of the page.

Study Room 02: 11:00am Thursday, August 12, 2021 until...	11:30am Thu Aug 12th 2021	▼	
Study Room 02: 11:30am Thursday, August 12, 2021 until...	12:00pm Thu Aug 12th 2021	▼	
Study Room 02: 12:00pm Thursday, August 12, 2021 until...	12:30pm Thu Aug 12th 2021	▼	

Submit Times

6. A page with the details of your reservation and the terms and conditions of using study rooms will come up for your review. If it's correct, click continue.
7. Complete the form on next page. You will be asked for:
 - Your Name
 - Your NWSU e-mail address (other email addresses will not be accepted)
 - The number of people using the room and your program (these are optional questions for most rooms but required for group study rooms)
8. Submit your reservation.
9. You will receive a confirmation email with:
 - An attachment to add the reservation to your calendar
 - Confirmation about the details of their reservation
 - A link and a code to use to “check in” when you arrive to use the room.
10. As a courtesy, if you leave the room early, “checking out” will open up the space for other users to reserve. There is no need to check out if you use up your time.