New Online Scheduling System

1. Go to the NWHSU 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.

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.

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 NWHSU 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.