CLC Group Study Rooms – Instructions for Reserving a Room

- Go to www.xavier.edu/ds and click “Reserve a Group Study Room”
- Under “My Account,” click “Log In”
- Log in with your MyXU portal username and password
- Under “Reservations,” click “Room Request”
- On the left, enter the desired date, start time, end time, and number of people in attendance
  Tip: The system will not allow time overlaps, so if a room is booked until 7pm, enter 7:05pm as your start time to get the most available possibilities. End times work the same: try 8:55pm instead of 9pm, for example.
- Click “Find Space”
- On the “Location” tab, click the green plus sign (+) next to the room you wish to reserve
- The room will move to the top of the box
- Click the “Details” tab
- Under “Event Details,” in the “Event Name” field, type your name or group
  NEXT, FIRST TIME USERS MUST ALSO DO THESE STEPS:
  - Under “Group Details,” next to the “Group” field, click the magnifying glass
  - In the “Group Name Contains” field, type Group, click the magnifying glass
  - Click the green plus sign (+) next to “Group Study Room”
  - “Group Study Room” will move to the top of the box
  - Close the box with the X at the top right
  - Under “Group Details,” in the “Group” field, select “Group Study Room” from the dropdown list
- Click “Submit Reservation”
- Verify that the status says “Confirmed” (if it says “Web Conflict,” you will need to select a different room or time)
- Under “My Account,” click “Log Out”

For help, please ask at the Connection Center, or call 513-745-3881.