Reserving a Study Room

Use your account to reserve one of the group study rooms in Cook Library. Rooms can be reserved for up to 4 hours at a time, and each person can reserve one slot per room per day. For photos and availability of rooms, go to the Cook Library home page and under Services, click Reserve-A-Room.

1. In the catalog, search for “group study room,” and click on the search result called Group study room.

2. Sign into your OneLogin account and click the Request button next to the room that you’d like to reserve.
3 For the start and end date, choose the day you want to reserve the room. Use the hour and minute drop-down menus to select the start and end times of your reservation. The hours are a 24-hour clock, so for PM, be sure to select 13 for 1pm, 14 for 2pm, etc. Your reservation can be a maximum of 4 hours.

4 Click Send Request. If the room is available and your request was within the 4-hour maximum length, you will see a notice that your request was successfully placed.
To view your reservation, click on your name and then **My Requests**.

Your reservation will be listed under your Requests. From here you can view the details of your reservation or cancel it if needed.