Reserving at seat at Grainger

- Go to this site: https://wordpress.library.illinois.edu/enx/individual-seat-reservations/
- Choose the appropriate type of reservation – Study Space or Computer Workstation – and click to expand the options

- For a seat, you may wish to click one of the links to see where it’s located in the building.

  - 1st floor West Gallery (1W) 14 SEATS
  - 2nd floor Grand Gallery (GG) 20 SEATS
  - 4th floor Center Area (4C) 10 SEATS

- When you’re ready to reserve your seat, click the link pictured below:

- Make sure you select the date you want to reserve your seat:
• Choose a starting time from the grid for your appointment. Red blocks are booked. Green blocks are open.

• Your selected time should now show up as orange like so:

• Scroll down to just under the colored blocks to set the length of time for your reservation:
• Click that down arrow to set the ending time for your reservation:

• Click the time you want. Your full reservation should now show up on the bars as orange like so:

• Adjust anything at this time. Then at the bottom, click Submit Times:
• Read through the next screen with all the rules for using a space in Grainger at this time. You will be expected to abide by these rules. If you do not follow these rules, you may lose your seat, and your ability to reserve further seats.

• If your reservation looks good, click continue. If not, you can change your reservation. Illustrated below:

• Fill out the next page – you will need a .illinois.edu mail account to reserve a seat.

• If done correctly, there should be a confirmation screen. You will need to confirm your booking within 30 minutes. Once you do, you will receive an email telling you the booking is complete. In that email, you can cancel your booking.

• The process is similar for Computer Workstations in Grainger.

• If you arrive for your booking earlier than ten minutes before it is scheduled, you will be asked to wait outside the building until the appropriate time.