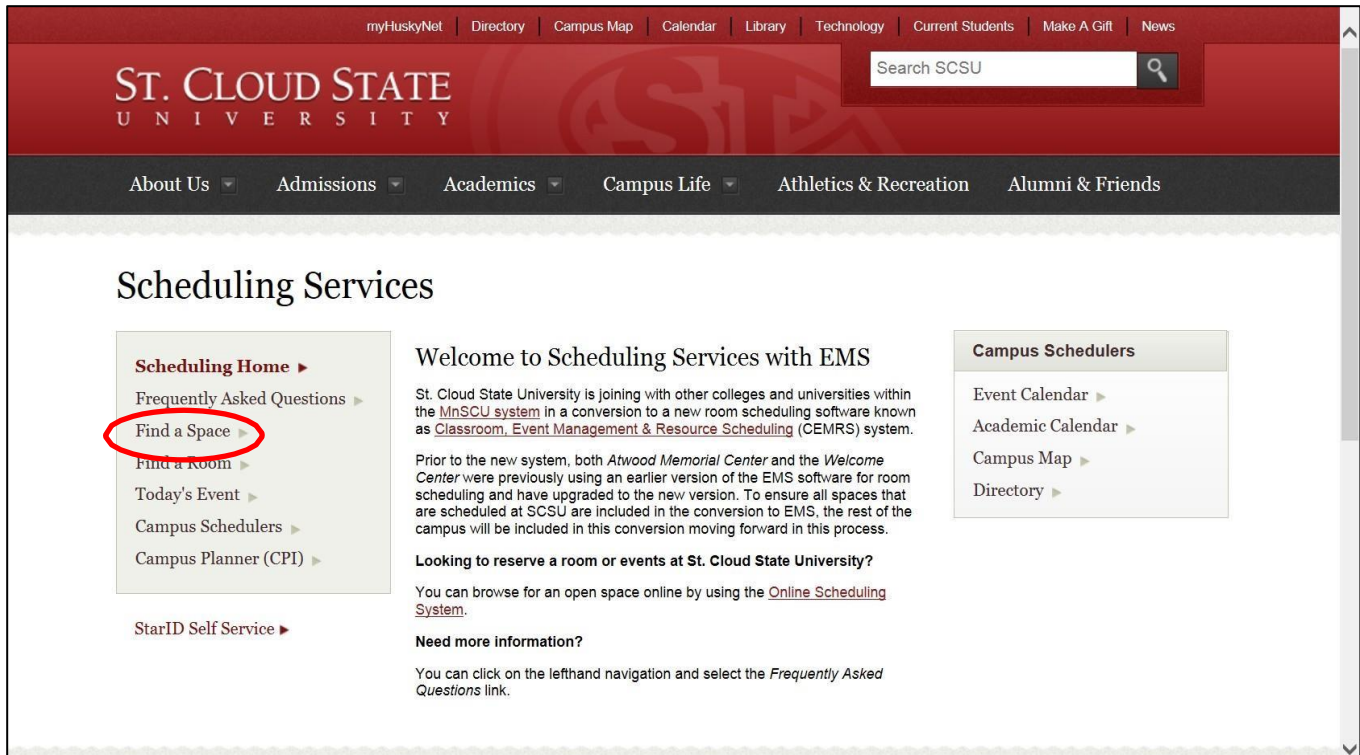


Final Exam Room Request

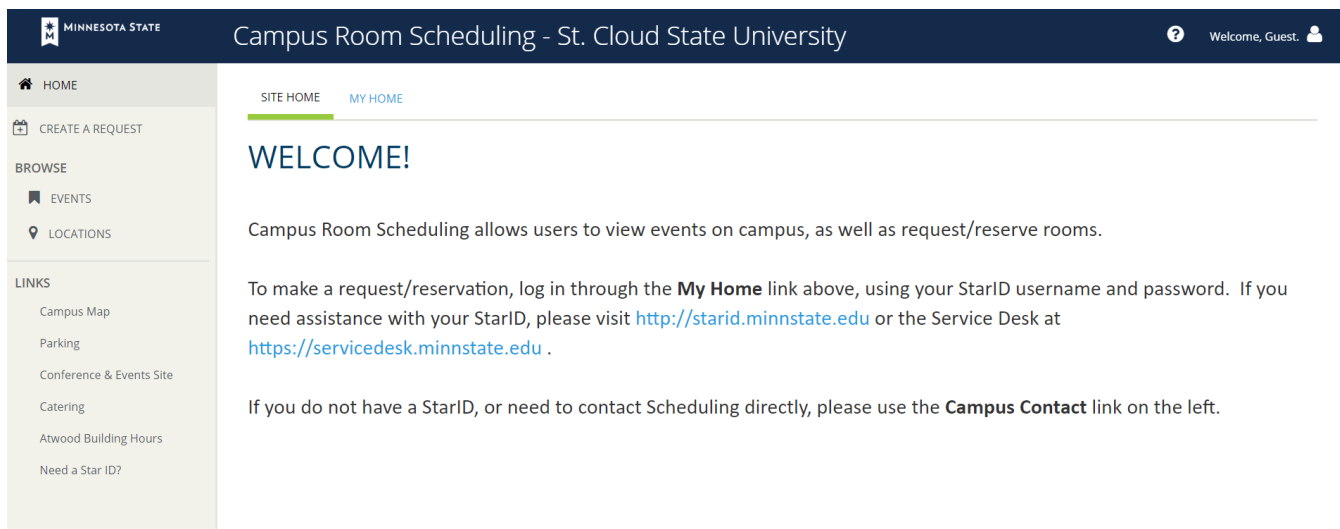
Final Exam Reservation Instructions

This application is used to schedule a room for a final exam. Go to www.stcloudstate.edu/scheduling


1. Select “Find a Space” link from the column on the left



2. Select “Welcome, Guest Person” from the top menu bar and Login in with your Star ID and Password



3. Scroll to “Final Exam Rooms”

 MINNESOTA STATE

Campus Room Scheduling - St. Cloud State University

?

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

LINKS

Campus Map

Parking

Conference & Events Site

Catering

[SITE HOME](#)

[MY HOME](#)

My Reservation Templates

Final Exam Rooms

Garvey Den and Garvey Conference Room

ISELF Conference Rooms

Miller Center Classrooms

Miller Center Conference Rooms

Rehearsal Rooms

University Classrooms

Welcome Center

4. Select “Book Now” to make a reservation in “Final Exam Rooms”

[SITE HOME](#)

[MY HOME](#)

My Reservation Templates

Final Exam Rooms

book now

about

5. Enter the “Date”, “Time”, and “Number of Attendees” for the reservation then choose “Search”
6. Select green + button in front of the Room and then select “Next Step”

Final Exam Rooms

My Cart (0)
Create Reservation

1 Rooms
2 Reservation Details

New Booking for Sat Jun 13, 2020
Next Step

Date & Time

Date
Thu 06/11/2020
Recurrence

Please enter a valid Date.
Please enter a valid Date.
Start Time
7:00 AM
End Time
9:00 AM
Please enter a valid Time.
Create booking in this time zone
Central Time

Locations
Add/Remove
SCSU_FinalExamClassrooms
Search

Let Me Search For A Room
I Know What Room I Want

Room Name

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST
SCHEDULE

Favorite Room...
Find A Room
Search

Rooms You Can Reserve

| | | 7 AM | 8 | 9 | 10 | 11 | 12 PM | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--------------------------|-----|------|---|---|----|----|-------|---|---|---|---|---|---|---|
| Plymouth_TC Graduate ... | Cap | | | | | | | | | | | | | |
| + 101 | 60 | | | | | | | | | | | | | |
| + 102 | 32 | | | | | | | | | | | | | |
| + 103 | 48 | | | | | | | | | | | | | |
| + 104 | 34 | | | | | | | | | | | | | |
| + 105 | 32 | | | | | | | | | | | | | |

7. Enter all related event details. All fields boxed in red must be filled in.
8. Select “Create Reservation”

Final Exam Rooms

My Cart (0)
Create Reservation

1 Rooms
2 Reservation Details

Reservation Details

Event Details

Event Name *
Event Type *
Meeting

Group Details

Group *

1st Contact