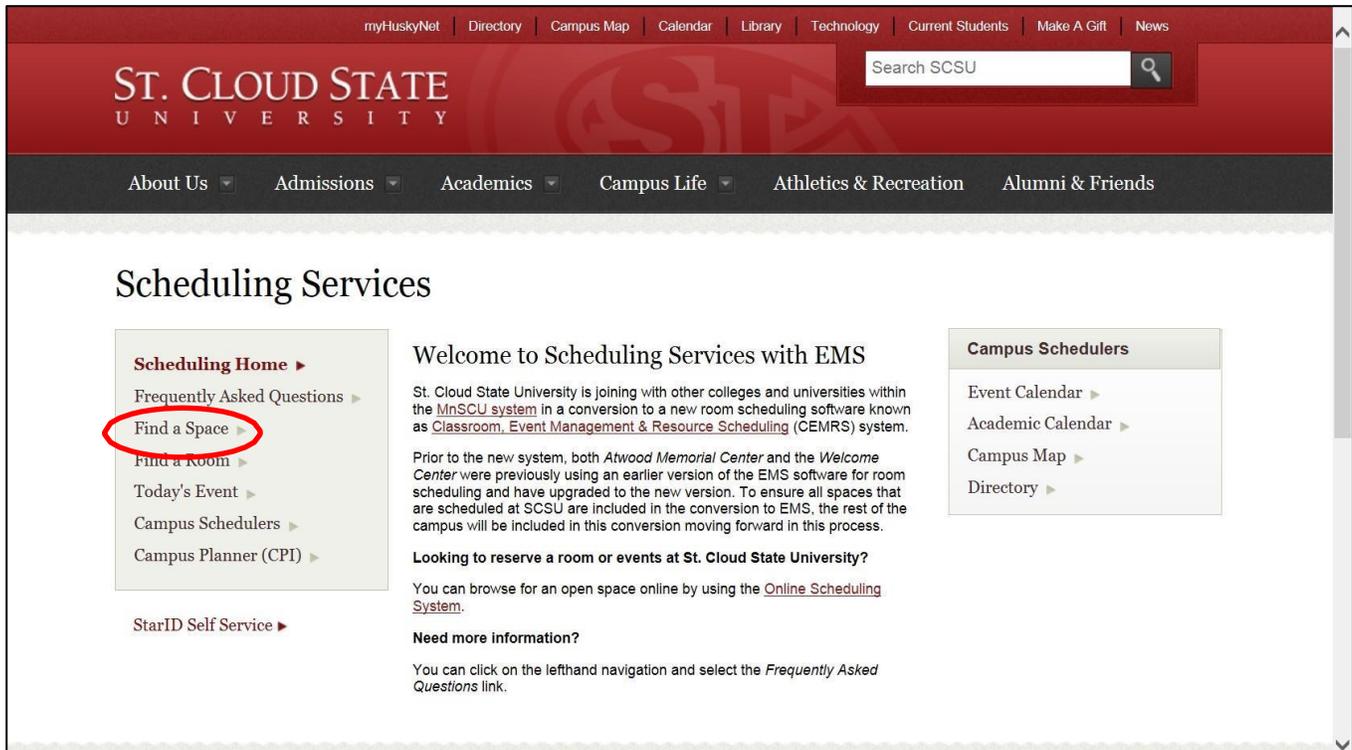


# Final Exam Room Request

## Final Exam Reservation Instructions

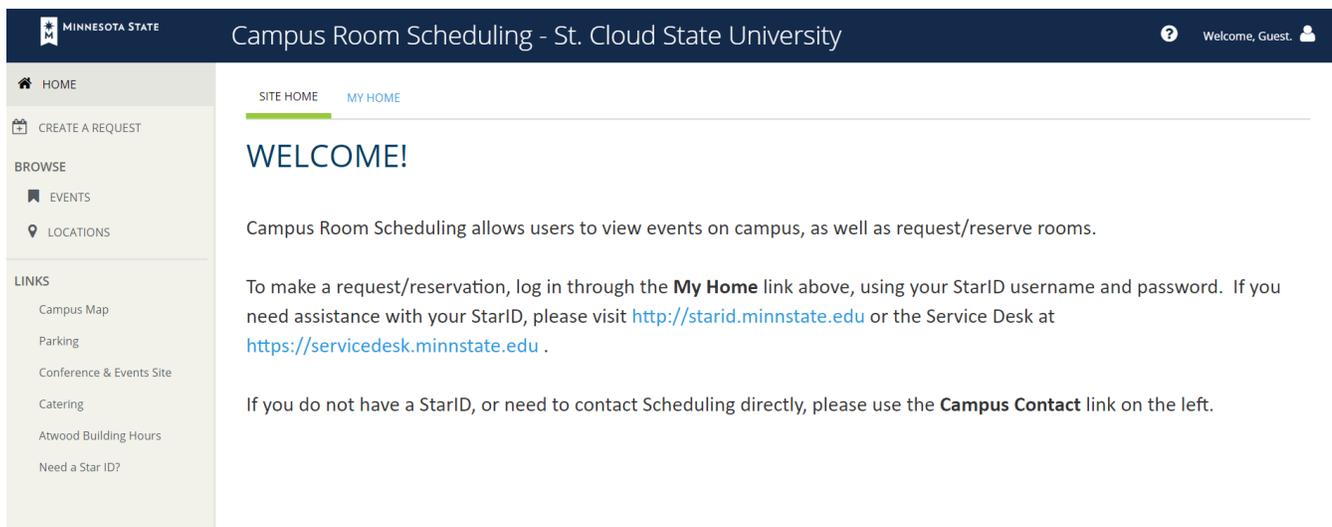
This application is used to schedule a room for a final exam. Go to [www.stcloudstate.edu/scheduling](http://www.stcloudstate.edu/scheduling)

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



The screenshot shows the St. Cloud State University website's Scheduling Services page. At the top, there is a navigation bar with links for myHuskyNet, Directory, Campus Map, Calendar, Library, Technology, Current Students, Make A Gift, and News. Below this is a search bar labeled "Search SCSU". A secondary navigation bar contains links for About Us, Admissions, Academics, Campus Life, Athletics & Recreation, and Alumni & Friends. The main content area is titled "Scheduling Services" and features a left-hand navigation menu with the following items: Scheduling Home, Frequently Asked Questions, Find a Space (circled in red), Find a Room, Today's Event, Campus Schedulers, and Campus Planner (CPI). Below the menu is a link for StarID Self Service. The main content area includes a welcome message, a description of the EMS system, and instructions on how to reserve a room or find more information.

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



The screenshot shows the Campus Room Scheduling page for St. Cloud State University. The top navigation bar includes the Minnesota State logo, the page title "Campus Room Scheduling - St. Cloud State University", and a user greeting "Welcome, Guest." with a user icon. The left sidebar contains a navigation menu with sections for HOME, CREATE A REQUEST, BROWSE (EVENTS, LOCATIONS), and LINKS (Campus Map, Parking, Conference & Events Site, Catering, Atwood Building Hours, Need a Star ID?). The main content area features a "WELCOME!" heading, a brief description of the scheduling system, and instructions on how to log in and make a request. It also provides links for assistance with StarID and a link to contact scheduling directly.

3. Scroll to “Final Exam Rooms”

The screenshot shows the 'Campus Room Scheduling - St. Cloud State University' website. The header includes the Minnesota State logo and navigation links for 'SITE HOME' and 'MY HOME'. A left sidebar contains menu items: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (EVENTS, LOCATIONS, PEOPLE), and LINKS (Campus Map, Parking, Conference & Events Site, Catering). The main content area, under the 'MY HOME' tab, is titled 'My Reservation Templates' and lists several room categories: Final Exam Rooms, Garvey Den and Garvey Conference Room, ISELF Conference Rooms, Miller Center Classrooms, Miller Center Conference Rooms, Rehearsal Rooms, University Classrooms, and Welcome Center.

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

This close-up screenshot shows the 'Final Exam Rooms' entry under the 'My Reservation Templates' section. The text 'Final Exam Rooms' is on the left, and on the right, there are two buttons: 'book now' and '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 Selected Rooms

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

Your selected Rooms will appear here.

Room Search Results LIST SCHEDULE

Favorite Room... Find A Room Search

	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7
Rooms You Can Reserve													
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