Note: These are directions for using the Group Study Room Reservation Form. Group study rooms can also be reserved in person by using the electronic reservation panel outside of each room.

Step 1: Access the Group Study Room Reservation Form

The form can be accessed from either PioneerWeb (http://pioneerweb.du.edu) or the University Libraries website (http://library.du.edu).

From PioneerWeb:

1. Log in using your DU ID and password.
2. Click on the Resources tab.

2. Click either Reserve AAC (Library) Group Study Rooms under Space, Event, and Library Study Room Requests OR Reserve a Group Study Room under University Libraries.

From the University Libraries Website:

1. Click on the Room Reservations link on the bottom-right side of the page.
2. On the Room Reservations page, click **Reserve** in the Group Study Rooms section

3. Log in with your DU ID and password.

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**Step 2: Provide Basic Information**

Enter basic information about your event into the form, including:

- Event Name
- Start Date and End Date (typically the same)
- Brief Description

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**Step 3: Review Library Hours**

Click on the **Library Hours** link to be sure your reservation is for a time that the AAC is open. This will open a new browser window. Then return to the Group Study Room Reservation Form.
Step 4: Choose a Room

1. Click on Display Rooms Matching These Criteria.

2. Review the available rooms for the day you requested. Boxes in white and blue show times that are available. Boxes in pink show times that are not available.

To see additional rooms, click Next at the bottom of the schedule, or click Show 50 Entries at the top of the schedule.

3. When you’ve picked the right room for you, click on the link to Select this Room.

Step 5: Confirm and Submit Your Reservation

1. The selected room’s schedule will appear. Confirm the date, name, and capacity listed.

2. Enter the Start Time, End Time, and Headcount. Note: Reservations should not exceed 4 hours. The expected head count shouldn’t be more than the room’s capacity.

3. Click the link that says Read this prior to submitting your reservation, then read the policies.
4. Click the button to **Submit Your Room Reservation Request**.

5. Wait while your reservation is processed. You will receive a confirmation message on the screen when your reservation is complete. You will also receive an email confirming your reservation.

6. Remember to log out!

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**To CANCEL Your Reservation**

1. In your confirmation email, there is a link to cancel your reservation. Click on that link.

2. The PioneerWeb login screen will appear in your Internet browser. Log in with your DU ID and password.

3. Check the box next to “Yes, I would like to delete this reservation.” Then, click Confirm and Delete.

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**Questions?**

Send us an email at: [aac-studyrooms@du.edu](mailto:aac-studyrooms@du.edu)

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