Northeastern University
University Libraries
Room Reservation Basics

NUSSO (NU Space Scheduling Online) for rooms and workstations
Start at the library home page (http://library.northeastern.edu)
OR log in to myNEU at http://myneu.neu.edu
If you haven’t logged in yet, or you have more than one myNeu account, you’ll be prompted to log in. If you don’t see a login prompt, click on “My Account” and then “Log In”
Log in with your NU ID and password

**Important:** If you are both a staff member and a student, use your staff account to log in successfully.
Click “Reservations” to see all the different types of rooms available to you. Select “Snell Library Study Rooms” or whatever your preference is.
Fill out the required fields.

**Important:** The number of people in a group room must be 2 or more.
**Important:** Make sure you select the correct time, AM or PM.
If no rooms appear to be available, select “Browse” then “Browse for Space” for an overall calendar view.
Click on a room to learn more about it. Use the green arrows to scroll ahead and back in the week.
Fill out the required fields.

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You’ll see a list of available rooms. Click the plus sign to select the room you want, and it will be added at the top of the list.
**Important:** Be sure to press the Continue button!
Complete the required fields. It doesn’t matter what you put for Event Name, that’s just to help you remember the reservation. **Important:** be sure to click the submit button!
You’ll see a confirmation screen, and an email will be sent to your husky email to confirm your reservation. If you wish to cancel, use the red X "cancel" button. This ensures the room is freed up for other students.
Don’t forget to log out when you are done!