SNELL ROOM RESERVATION BASICS

Start at the library home page (http://library.northeastern.edu)

Select "Reserve a Room Online":

![Image of the library homepage with a highlighted link to "Reserve a Room Online"]
Click on "Reserve a group study (CoLab) room" to reach the NUSSO portal:

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 "Create a Reservation" to see a list of the different types of rooms available to you:

![Image of NUSSO webpage]

Welcome to NUSSO!
Your gateway to Snell Library and Center for Student Involvement reservations

Select the type of room you need and click "book now":

![Image of NUSSO webpage with room options]

- Snell Library Discovery Lab
- Snell Library Group Study Rooms
- Snell Library Phone/Video Interview Room
- Snell Library Recording Studios
- Snell Library Video Conference Room (Glob D)
- Snell Library Workstations
Fill out the required fields and select "Search" to view available rooms.

**Important:** The number of people entered for a group study room must be 2 or more.

**Important:** Make sure you select the correct time, AM or PM.
You can view room availability in "Schedule" mode or "List" mode.

In Schedule mode, gray space means a room is booked during your selected time period; white space means it is available:
To select an available space, view rooms in "List" mode and click the red (+) button next to the room you'd like to reserve:
Verify the number of attendees on the pop-up screen and select "Add Room" to continue.

The selected room will appear at the top of your screen. Click "Next Step" to enter reservation details.
Complete the required fields. It doesn't matter what you put for Event Name, that's just to help you remember the reservation. Finally, click "Create Reservation" to submit your room reservation:

![Reservation Details](image)

When you've successfully booked a room, you'll see a pop-up confirmation screen with instructions on how to edit or cancel your reservation.

Click “OK” to return to your account, where you can view, edit, or cancel a reservation by selecting “My Events”:

![Reservation Created](image)
If you’re on a public computer, don’t forget to sign out when you’re done!

Still have questions about room booking? Call us at 617-373-8778, or send an email to borrow@northeastern.libanswers.com. For assistance in person, visit us at the Help & Information desk on Snell Library’s first floor during regular service hours.