Using the Resource Scheduler

The Room Reserve System can be found on the Tools menu of the FCSL homepage. On the Room Reserve page, click Reservation System link on the left. You can also access it directly at this link: https://roomreserve.fcsl.edu/

Enter your FCSL username and password. If you’re a student, this is your C# (not your email address) and the same password you would use for email or Desire2Learn. Click Login.

Once logged in, select a room from the panel on the left.
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Then, select a date using the Day/Week/Month controls on the top-left side.

Once you’ve chosen the room and the date, use the blue lightning bolt on the upper right side to open the reservation pane. Do not use the [+ ] icons. Students can reserve a room up to 48 hours from the current time. The maximum reservation duration is 3 hours.

After filling out the reservation form, click Submit. A confirmation email confirmation will be sent to you.
To edit or cancel the reservation, simply click your name on the calendar entry and an options window will open. Make your changes, then click *Save and Done* to modify or *Delete* to remove the reservation.

If you have questions about the Resource Scheduler, please contact the help desk at 904-680-7624 or helpdesk@fcsl.edu.