How to Reserve Study Space using DeaconSpace

Start by clicking on the Dot Menu icon in the upper right corner of Gmail.

Scroll until you locate the DeaconSpace logo then click

OR

Go to rooms.wfu.edu and click on the Wake Forest University tab

*You will need to use your @wfu.edu address

No success logging in with Chrome?
Try a different browser:
Firefox
Safari
Edge

Once you’re logged into DeaconSpace
click “Create A Reservation”

Choose the Wake Study Space [Social Distancing] Template

Click on the calendar icon to choose your date
*Please allow at least 48 hours lead time for your reservation to be confirmed.
*You may make reservations up to 21 days in advance.

Click on the clock icon to choose your start/end time.
Please limit reservation to two hours or less. If you need more time for an exam, please make a note at the end of the reservation process AND start your reservation 15 minutes prior to testing time.

If you’d like to look for a room in a particular building, click Add/Remove — another window will pop up allowing you to choose specific buildings.

Select the number of people
Regardless of room size, no more than 2 PEOPLE may be in a study space room.
*You must wear a MASK AT ALL TIMES if there is MORE THAN ONE PERSON IN THE SPACE.

Click SEARCH and allow available rooms to populate to the right
Your search will bring up a list of rooms.
(This list is an example from Carswell Hall.)

If you click on the actual room number, another box will pop up giving details about the room.
This is handy if you have a specific need such as a whiteboard.

When you’re ready to request a room, simply click on the green plus icon!

This window will pop up allowing you to confirm the number of people in your reservation.

WAIT!
It’s tempting to click Create Reservation . . .
Click Next Step instead!

EX:
Study Space-Your Name or Exam-Your Name

In the event that your first choice for space cannot be accommodated, please indicate your second choice for this event.

EXAMPLES:
“Any room with a whiteboard.”
OR “Any room in Kirby.”

Please enter your WFU ID number. *
ID Required!

Will persons T7 years old and younger (that are not Wake Forest students) attend this event? *

No 
Choose one 
Yes 

No 

I have read and agree to the terms and conditions

Your reservation will be evaluated by the Social Distance Space Allocation Team.
You will receive a confirmation within 2 business days.