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 SpaceTemplate

Click on the calendar icon to choose your date.
*Please allow at least 2 business days 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 6 PEOPLE may be in a study space room.

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.

Click Add Room then click the top-of-the-page button

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

**Room Request**

**Event Details**

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

- **Event Type**: Study Session

- **Setup Type**: Classroom

**Group Details**

- **Group**: Use the magnifying glass to search for:
  - Student Personal OR Student Exam

**Additional Information**

- 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.”
  - “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
  - Yes
  - Maybe

- Please provide a detailed description of your event.
  - EXAMPLE:
    - “I have an extended time exam so I’ll need the space for 3.5 hours starting at 10:45 am.”

- I have read and agree to the terms and conditions

**Create Reservation**

Your reservation will be evaluated by the individual room’s space manager.

You will receive a confirmation within 2 business days.