Booking Library Group Study Rooms
1. Select “Group Study Rooms” from the Library webpage.

2. From the drop down menu, select the floor.

3. From the calendar, select the day.
4. From the grid, select time slot(s).
5. Check the booking details.
6. Click “Submit Time slots”.

7. Enter your AUC username and password
8. Click “Submit my Booking”.

The booking is not finished yet, you must confirm your booking within 30 minutes, via the URL contained in the email just sent to you.
9. Open the email sent from libhelp@aucegypt.edu and click on the URL to confirm your booking.

10. Click “Yes” to confirm your booking.
You’ll receive “Your booking has been confirmed!” email. (Please keep for future reference)
To Cancel Booking

1. Open the confirmation email sent from libhelp@aucegypt.edu and click on the URL to cancel your booking.
2. Click “Yes – Cancel Booking” to cancel your booking.