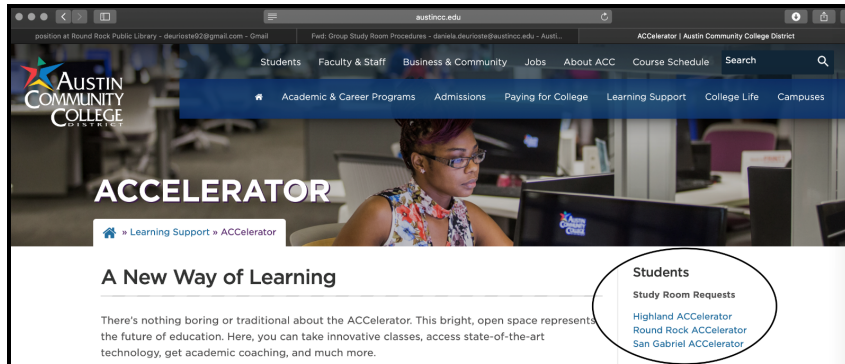
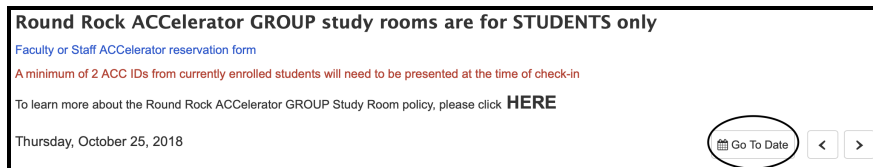


How to Reserve: LibCal Study Pod Instructions

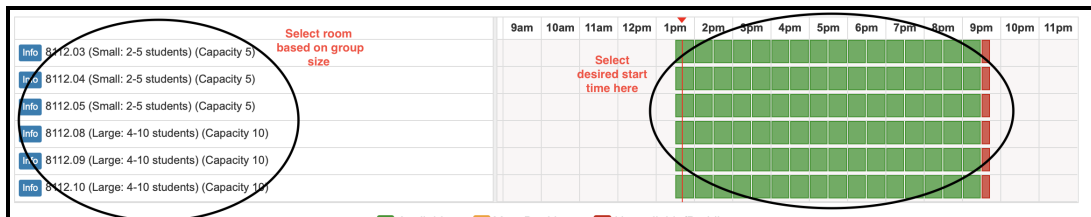
1. Go to austincc.edu/accelerator
2. Under **Study Pod Requests**, select preferred campus/ACcelerator on the upper right side of the page



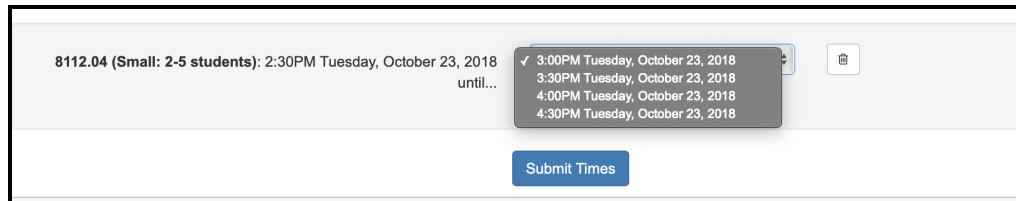
3. Click **Go To Date** to choose a date



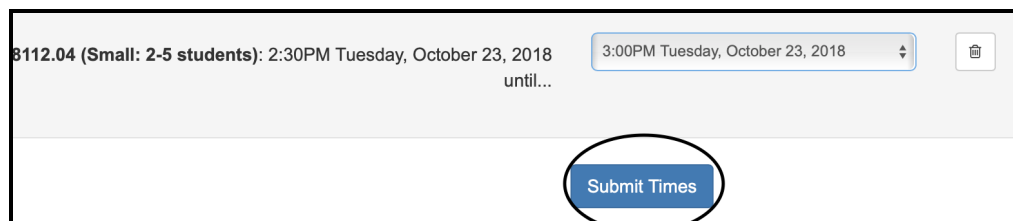
4. Choose desired room (based on group size) and select desired start time



5. Towards bottom of page (select dropdown) select duration of reservation, up to 2 hours from start time



6. Click **Submit times**



7. Review Booking details and Read Terms and condition information

8. Click **Continue** on Terms and Conditions page

Booking Details

Item	Category	From	To	
 8112.04 (Small: 2-5 students)	Group Study Rooms	2:30PM Tuesday, October 23, 2018	3:00PM Tuesday, October 23, 2018	Change

Round Rock ACCelerator Terms & Conditions

Group Study Rooms are available for groups of two or more currently enrolled ACC students studying for ACC courses.

All faculty, staff, and third party requests must be made through the ACCelerator Reservation Form located at the following website:

<http://www.austincc.edu/students/accelerator>

Please bring ACC ID with you.

ACCelerator Services reserves the right to cancel a group study room reservation.

To learn more about the RRC ACCelerator Group Study Room policy, please follow the below link:

https://docs.google.com/document/d/11dUH-Urjkw_Lx3dNYEFLHHG0VVzyblouc_IQ0oZ-GA/edit

Continue

9. Enter FIRST and LAST names

10. Enter ACC student email (**Must end in g.austincc.edu**)

11. Choose number of students in group

12. Click **Submit my booking**

Fill out this form to complete your reservation.

Full Name *

First Name

Last Name

Email *

Enter @g.austincc.edu addresses only

Number of students in your group *

Select...

Submit my Booking

To confirm booking please see your ACC email.

After confirming booking please head to front desk to check in