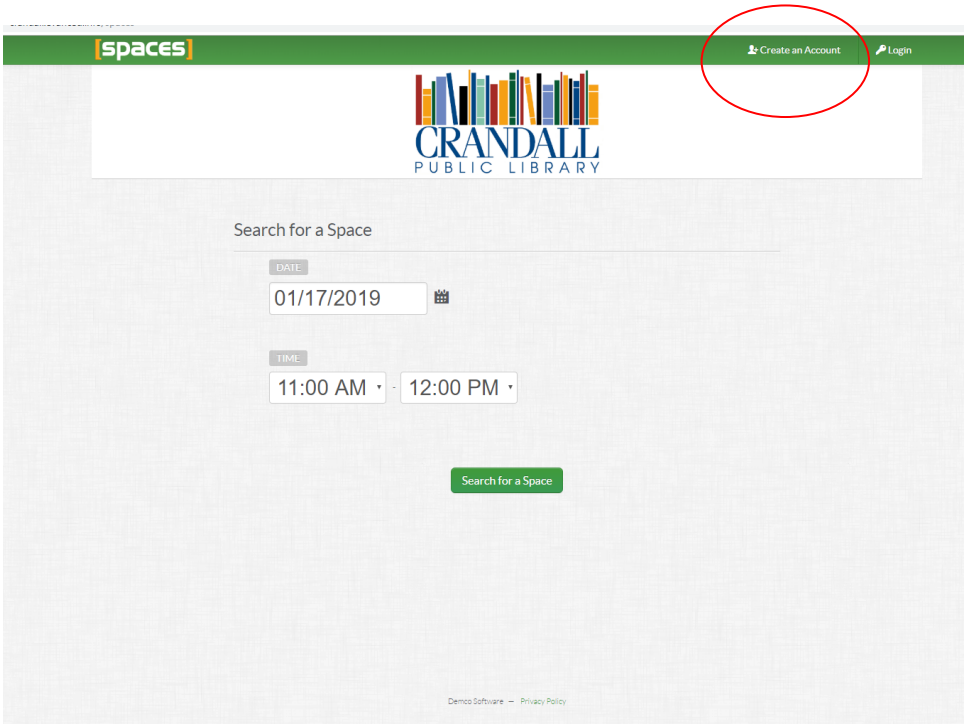
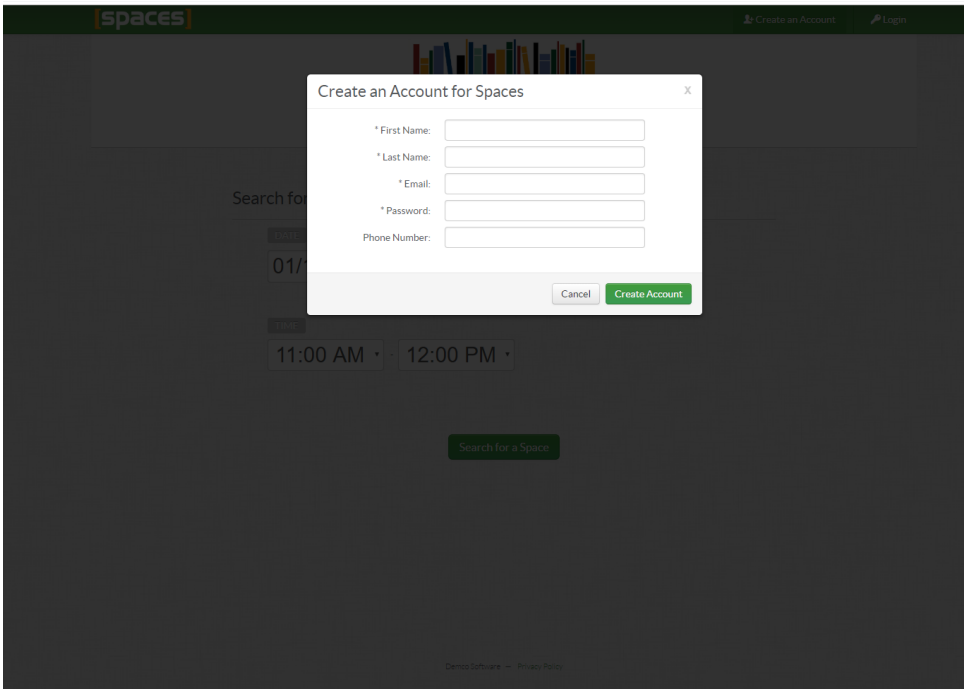
Getting Started With Spaces

All users must have a Spaces account to place a room request. Having an account makes it easier to manage your reservations. Creating an account is quick and easy!

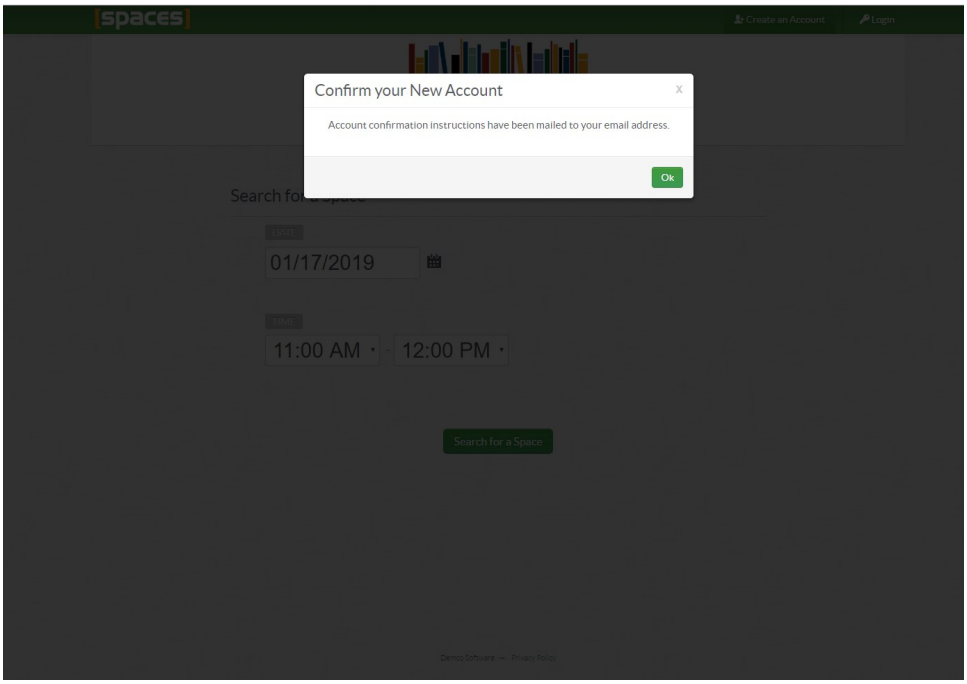
The first time you use this new system, you must create an account. Click on *Create an Account* to start.



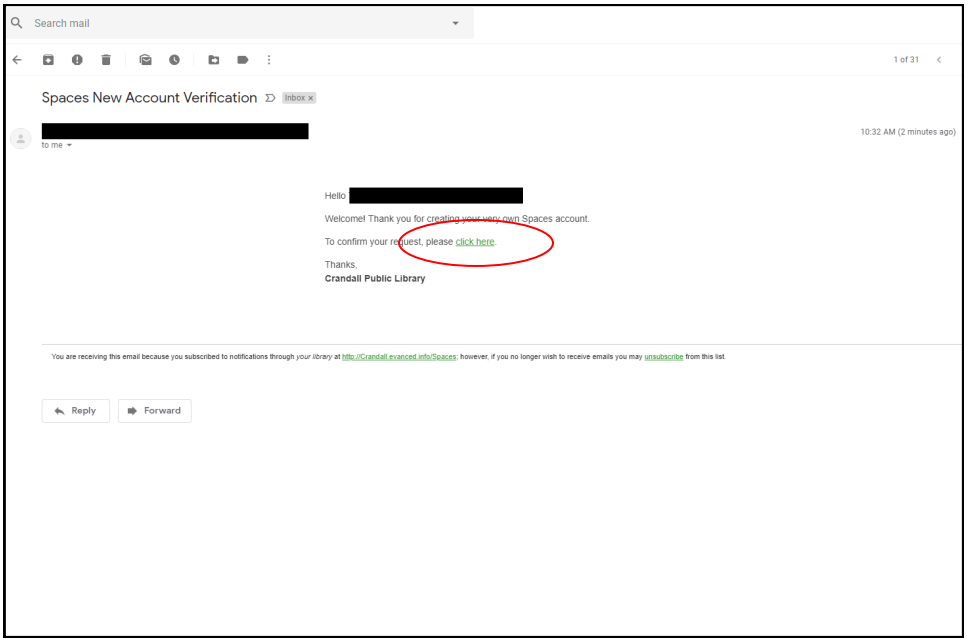
Fill out your information. You will create your own password for Spaces. Click *Create Account* when you are finished.



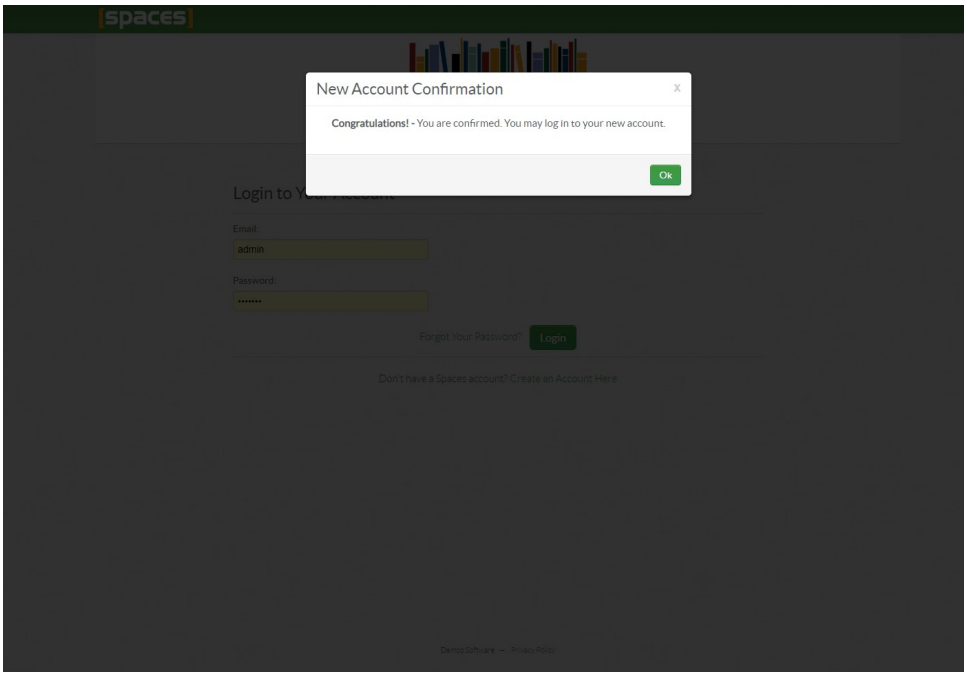
Open your email to confirm your new account.

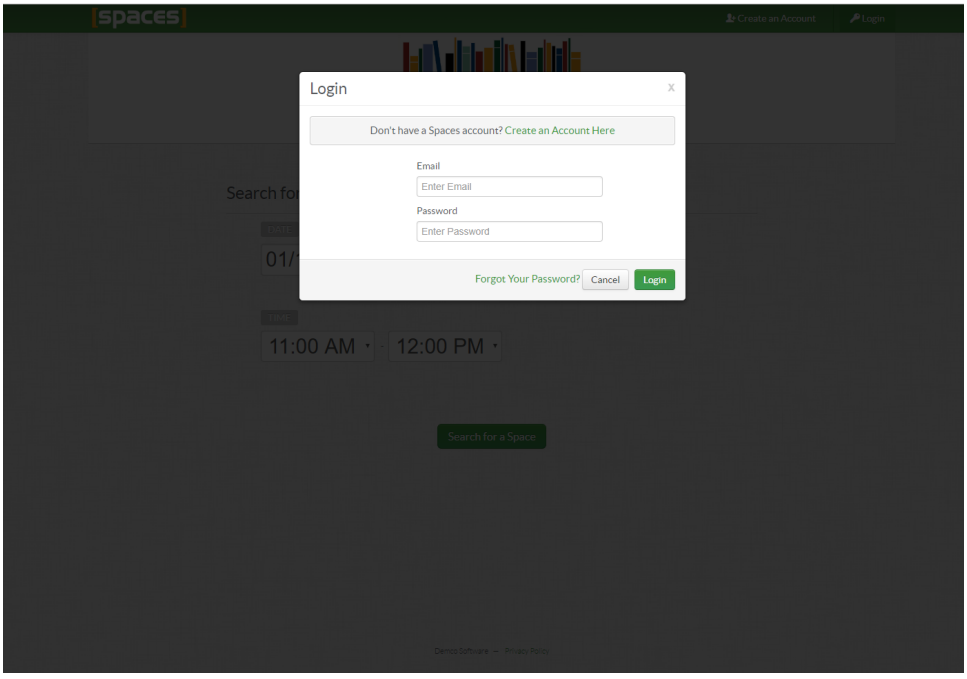


Click the link in your email to finalize creating your account.



Return to Spaces and log in.





You are all set to start reserving meeting rooms.

Questions? Contact the Reference Department at 518-792-6508 x3.