Click “Sign In” to begin the process of requesting space in RES. You will need a NetID and Password.

To immediately build an event and request a space, once you are signed in, go to “Event Creation and Editing”.

Fill in all required fields (and as you’re going, make your organization, contacts and event types “Favorites”!)

Under Location, you may select more than one location for your event. However, we will assume that you need all of the locations that you select. You do not need to have “a back-up” selected. If the space becomes unavailable we will notify you and search for an alternate location.

At the end of the form, you must agree to the terms of use. For more detailed information on the terms of use please visit the Registrar’s website. (General Purpose Classroom Requests and Utilization Policies)

Click on “Finish” to save the request. Then “CLOSE” to formally submit the request for confirmation.

Events are considered tentative until you receive an email confirmation from the space scheduler.
To see space availability, navigate to the Locations Tab. If you know the exact room number that you are looking for, type it into the “Search For Locations” field.

Availability for one day will appear under the “Availability Tab”. To change it to a full week, right click on the blue space name hyperlink and select “Availability”.

You can change the weekly view to different times by clicking on the dates and editing your start date on the calendar. If you want to request the room from the space availability page, simply click on the available time. This will open up the Event Creation Form.

Once you are in the Event Creation Form simply fill out all required fields and “Finish”. Requests for General Purpose Classrooms are processed several times daily. For events happening in future quarters, you can see timelines for approval on the RO website.

The location Details tab also has valuable information on all of the General Purpose classrooms. Please review the details of a room before submitting a special room request!

Space availability is subject to change. Questions? Contact gp-classrooms@northwestern.edu