SUPPORTED BROWSERS
Mozilla Firefox and Google Chrome are the recommended browsers for accessing RES. Users are strongly discouraged from using Internet Explorer.

1. To access RES: http://res.northwestern.edu
2. Click “Sign In” to begin the process of requesting space in RES. You will need a NetID and Password.

Sign In and Sign Out
To sign in to RES, you will use your NetID and Password. Selecting the “Sign In” button located on the upper right hand corner of the page will direct you through the NUPortal. If you are already logged-in to the NUPortal, you will already be signed in to RES! Because we are authenticated through single sign-on, the only way to sign off of RES is to completely close your browser. There is no Sign Off button.

3. Click “Create an Event”.

4. Choose a time or location.
5. Enter an Event Name and Choose an Event Type.

6. Choose an Event Category and Sponsoring Organization.

7. Enter a Description (optional). Information listed here will be visible to anyone viewing the event.

8. Review the Event Date and Time, Event Head Count (required) and Event Location. You may request more than one location for your event with the same date and time by searching and selecting additional spaces.
9. Enter Comments (optional). Information entered here will be viewed by the space manager.

10. Review Terms of Use Policy.

11. Click “Finish” to save request.

12. Click “Close” to submit for confirmation.

Events are considered tentative until you receive an email confirmation.

Space availability is subject to change.

Questions? Contact gp-classrooms@northwestern.edu