<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1    | **Logging into the CNRA Space Reservation application**  
A. Open your web browser and navigate to [https://spaces.cnra.ca.gov](https://spaces.cnra.ca.gov)  
B. Click “Sign In” |
| 2    | A. Enter your department login credentials.  
B. Click “Sign In” |
General Navigation Functionality

A. **Locations:** Clicking “Locations” allows you to select a floor.  
*Note: If this is your first-time logging into the web portal, you will be asked to select a default floor. You may change your floor at any time by clicking on “Locations” and selecting a new floor.*

B. **Spaces:** Clicking “Spaces” allows you to select a time and date for booking a space, as seen in B2 in the image above. “Spaces” is the default selection when logging into the web portal.

C. **Bookings:** Clicking “bookings” allows you to view your scheduled space reservations.

D. **Search:** Clicking “Search” allows you to perform a keyword search for a person or a workspace.

E. **Zoom In & Out:** Clicking on the magnifying glass icons allows you to zoom in and zoom out of the map view.

F. **Logout:** Clicking “Logout” allows you to log out of the web portal when you’re finished with your session.

*Note: If you would simply like to view what spaces are available for your selected time and date, you may do so. You are not required to book a space when logging into the web portal.*
1. Booking A Space

A. The “Spaces” tab is selected by default when you login to the web portal. If you do not see a date and time option as shown in section “B,” you will need to click the “Spaces” icon.

B. Select a time and date for your reservation.

2. Click the green “+” icon for the room you would like to reserve.
A. Click “book” on the bottom right-hand side of the screen
B. If you’re booking the space for someone else, enter their name in this field.
C. Click “book” on the pop-up window.

**Check-In or Cancel a Space Reservation**

Note: You will receive an email reminder 30 minutes before your scheduled reservation time. You must check-in no later than 60 minutes after the scheduled reservation start time, or the system will automatically release (cancel) your space reservation, and you will receive an email cancelation notice.

A. Click “Bookings” from the menu at the bottom of the screen.
B. Click on the booked reservation space.
C. To check in, click “Check In.”
D. To cancel the reservation, click “Delete.”