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# Reserving Group Study Rooms (GSRs)

Last Modified on 08/13/2025 11:19 am EDT

The Group Study Room reservation service is available to full-time Wharton students. Any member of your study group who is a full-time Wharton student should be able to make the reservation for the group. Full-time Wharton students can reserve **up to 90 minutes at a time per week** in a GSR. You can use your mobile device or your laptop to make the reservation.

## About the Group Study Rooms (GSRs):

- Please see the following article on proper usage of the GSRs: **Group Study Rooms Policy**.
- You can connect your laptop to a GSR monitor **using the monitor cables** or **connect wirelessly**, depending on which GSR you are using.
- **USB ports:** All GSR computers have USB ports for you to plug in a flash drive.
  - **All-in-One computers:** look on the left side of the computer, about 5 inches from the bottom.
  - **Desktop Computers:** these are stored in the cabinets along the wall. Open the cabinet and plug in the USB drive.
- If you have issues with the GSR, please see our troubleshooting article: **Troubleshooting GSRs**.

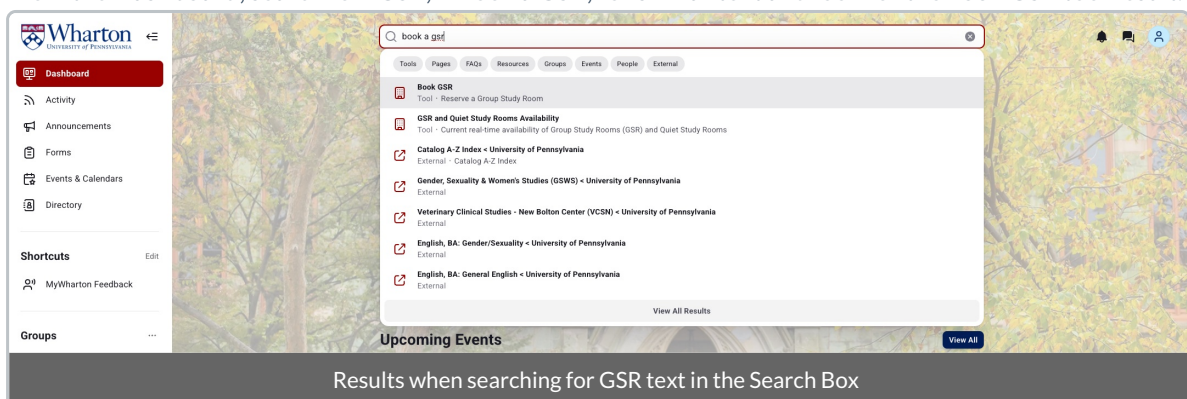
Students from another college at Penn taking a Wharton class cannot reserve GSRs in Huntsman Hall. However, GSRs, as well as multi-media rooms, café study booths, and seminar rooms, can be reserved at Van Pelt Library with a PennKey.

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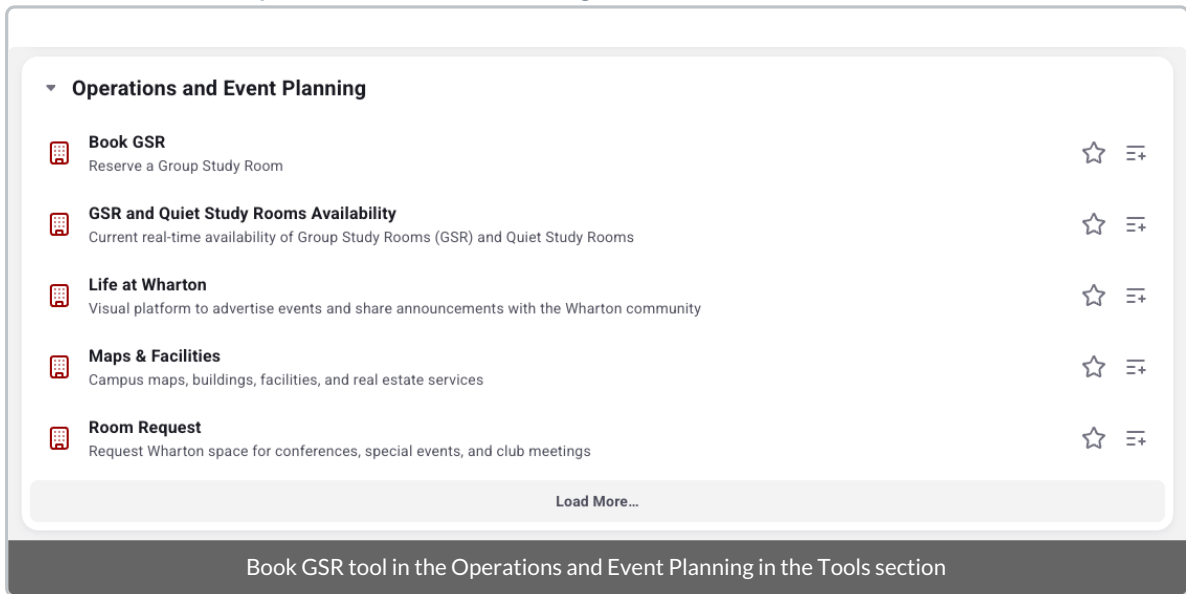
## Reserving GSRs via MyWharton

1. Log into MyWharton <https://mywharton.wharton.upenn.edu/> with your PennKey and password.
2. From the **Dashboard**, search for "GSR," "Book a GSR," or similar text and look for the **Book GSR** tool result.



Results when searching for GSR text in the Search Box

Optionally, you can navigate to the **Tools** section on the lower left side of the screen. The **Book GSR** tool will be located under the **Operations and Event Planning** section.



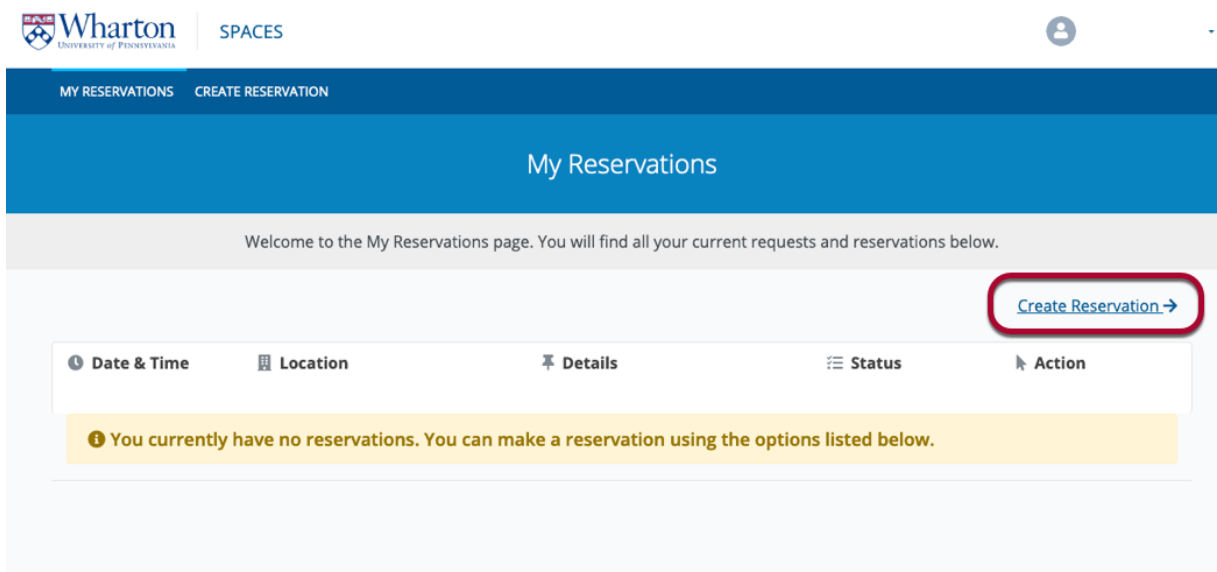
**TIP:** We recommend adding the GSR tool to your shortcuts for easier access!

## Using Spaces and the GSR Reservation Application

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To book rooms on a mobile device, navigate to <https://apps.wharton.upenn.edu/gsr> and follow the same instructions as below.

1. Navigate to the **Wharton Spaces** application. The default view for the application is a list of all your upcoming reservations across all sources, including Group Study Rooms. To reserve a Group Study Room, click on **Create Reservation**.



2. Find the GROUP STUDY ROOM (GSR) section towards the middle left of the Create Reservation page. Click on the **building name** where you would like to reserve a room. Depending on permissions, you may only see one or two buildings listed; these are the locations where you can reserve a room. Consult the **rules for reservations** for more information about permissions.

**Wharton** UNIVERSITY of PENNSYLVANIA **SPACES**

MY RESERVATIONS CREATE RESERVATION

## Create Reservation

Welcome to the Create Reservation page. On this page you can find various locations on campus to reserve space.

**GROUP STUDY ROOM (GSR)**

Self service GSR requests for all students.

Start your reservation by choosing from one of the **buildings** below:

[Huntsman Hall →](#)

[2401 Walnut →](#)

[Hills Plaza →](#)

**CLASSROOM / RECEPTION SPACE**

Requests for all classroom styles and reception spaces are for the exclusive use of academic and student club sponsored events.

**Requests are submitted to Wharton Operations (East/West) for approval.**

Start your reservation by choosing from a **campus** below:

[East Campus →](#)

[West Campus →](#)

[Need Help ?](#)

**COMPUTER LAB**

Course-Related, Exam, Review Session and Training events.

Start your reservation by choosing from a **lab space** below:

[Request →](#)

[Need Help ?](#)

**VENTURE LAB SPACE**

Small group spaces, conference rooms, test kitchen, venture labs.

Start your reservation by choosing from a **venture lab** below:

[Reserve →](#)

**TECHNOLOGY RESERVATION**

Additional technology or services required for your space.

Start your reservation by choosing from a **tech space** below:

[Request →](#)

[Need Help ?](#)

**PRODUCTION RESERVATION**

Recording and Studio services.

Start your reservation by choosing from a **production space** below:

[Request →](#)

[Need Help ?](#)

3. By default, you'll see the list view of all available rooms for the current day. To reserve a room, click the blue **Reserve** button. To switch buildings and/or date and time, use the drop-down inputs shown below.

Huntsman Hall

09/15/2021

10:30 AM

30 Minutes

Grid View

List View

Current Filters: 30 minute slots from 10:30 AM.

Available Time Slot	Location of Room	Reserve
10:30 AM to 11:00 AM	JMHH247	Reserve
10:30 AM to 11:00 AM	JMHH266	Reserve
10:30 AM to 11:00 AM	JMHH267	Reserve
10:30 AM to 11:00 AM	JMHH342	Reserve

Click **Grid View** to browse a grid of GSRs. Any available rooms are shown with a + (plus) sign and a green background; a circle with a slash icon on a grey background indicates that the room is unavailable at that particular time. Click on an available room to reserve it.

Huntsman Hall

09/15/2021

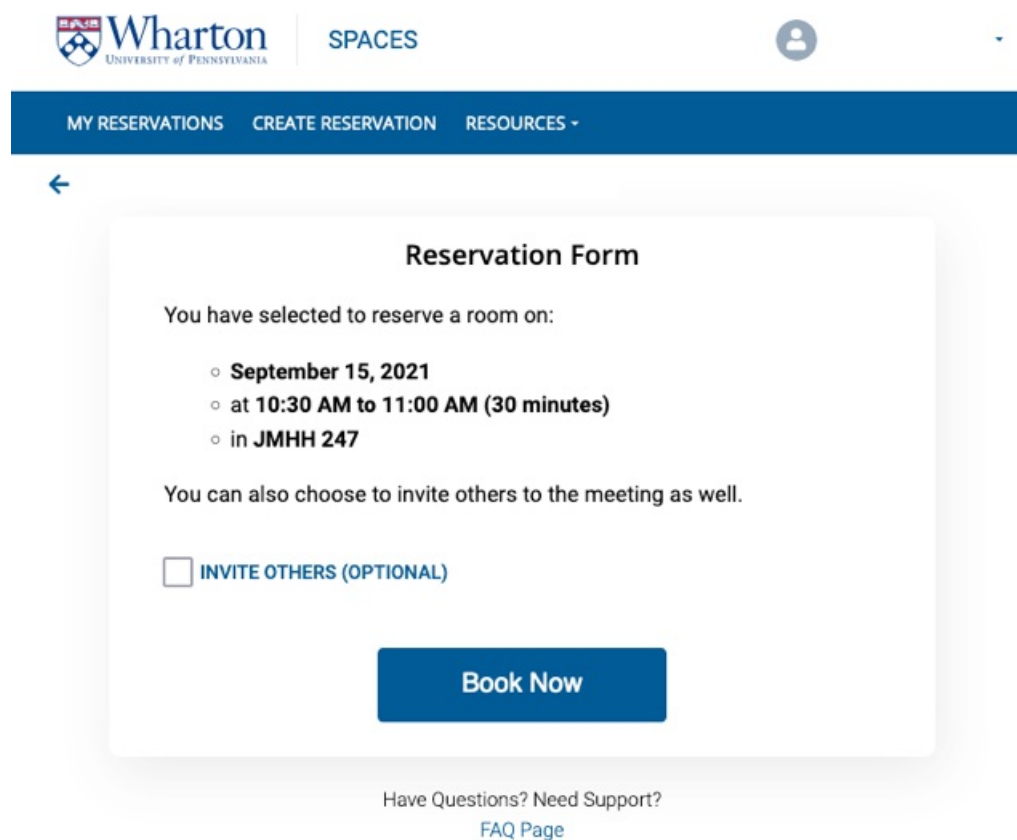
Grid View

List View

9/15	JMHH 241	JMHH 242	JMHH 243	JMHH 246	JMHH 247	JMHH 248
10:30 AM	⊘	⊘	⊘	⊘	+	⊘
11:00 AM	⊘	⊘	⊘	⊘	⊘	⊘
11:30 AM	⊘	+	⊘	⊘	⊘	+
12:00 PM	⊘	⊘	⊘	⊘	⊘	⊘
12:30 PM	⊘	⊘	⊘	⊘	⊘	⊘

4. After clicking reserve, double-check the information is correct. You can forward a calendar invite to your

friends by checking the **INVITE OTHERS** box and entering their email addresses.



The screenshot shows the Wharton SPACES web interface. At the top, there is a header with the Wharton University of Pennsylvania logo, the word "SPACES", a user profile icon, and a dropdown arrow. Below this is a dark blue navigation bar with the links "MY RESERVATIONS", "CREATE RESERVATION", and "RESOURCES" with a dropdown arrow. The main content area features a "Reservation Form" card. The card has a back arrow on the left and contains the following text: "You have selected to reserve a room on:", followed by a list of three items: "September 15, 2021", "at 10:30 AM to 11:00 AM (30 minutes)", and "in JMHH 247". Below this list, it says "You can also choose to invite others to the meeting as well." and then a checkbox labeled "INVITE OTHERS (OPTIONAL)". At the bottom of the card is a large blue "Book Now" button. Below the card, there is a link that says "Have Questions? Need Support? FAQ Page".

**Reservation Form**

You have selected to reserve a room on:

- **September 15, 2021**
- **at 10:30 AM to 11:00 AM (30 minutes)**
- **in JMHH 247**

You can also choose to invite others to the meeting as well.

☐ **INVITE OTHERS (OPTIONAL)**

**Book Now**

Have Questions? Need Support?  
[FAQ Page](#)

5. Click **Book Now** to finish completing the reservation.

## Questions or Additional Issues?

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Contact: [Wharton Computing Student Support](#)

Email: [support@wharton.upenn.edu](mailto:support@wharton.upenn.edu)

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