

Reserving Group Study Rooms (GSRs)

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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** 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**.
- **Reservations are limited to a total of 90 minutes at one time.** Once your total reservations reach 90 minutes, you won't be able to reserve anymore until one of your reservations has passed or been cancelled.

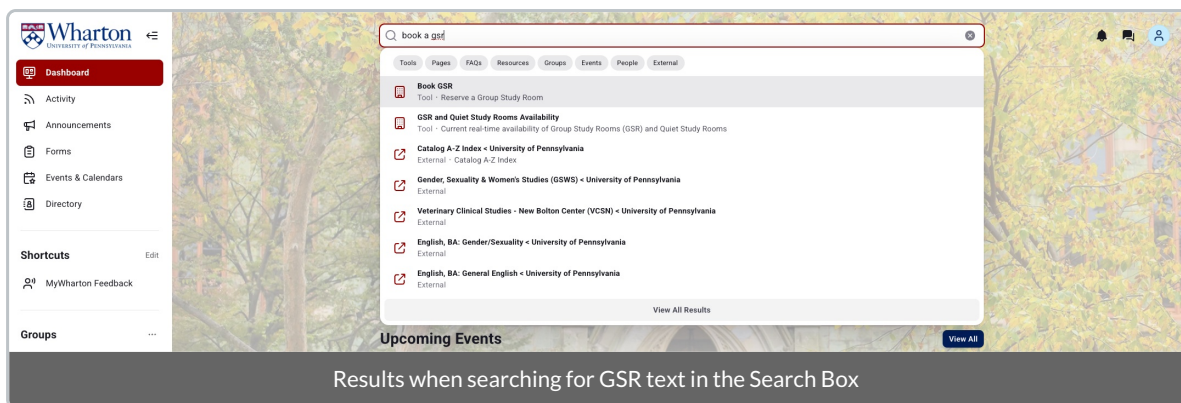
Students from another college at Penn taking a Wharton class cannot reserve GSRs in Huntsman Hall. However, GSRs, as well as multi-media rooms, café study booths, and seminar rooms, can be reserved at Van Pelt Library with a PennKey.

Table of Contents

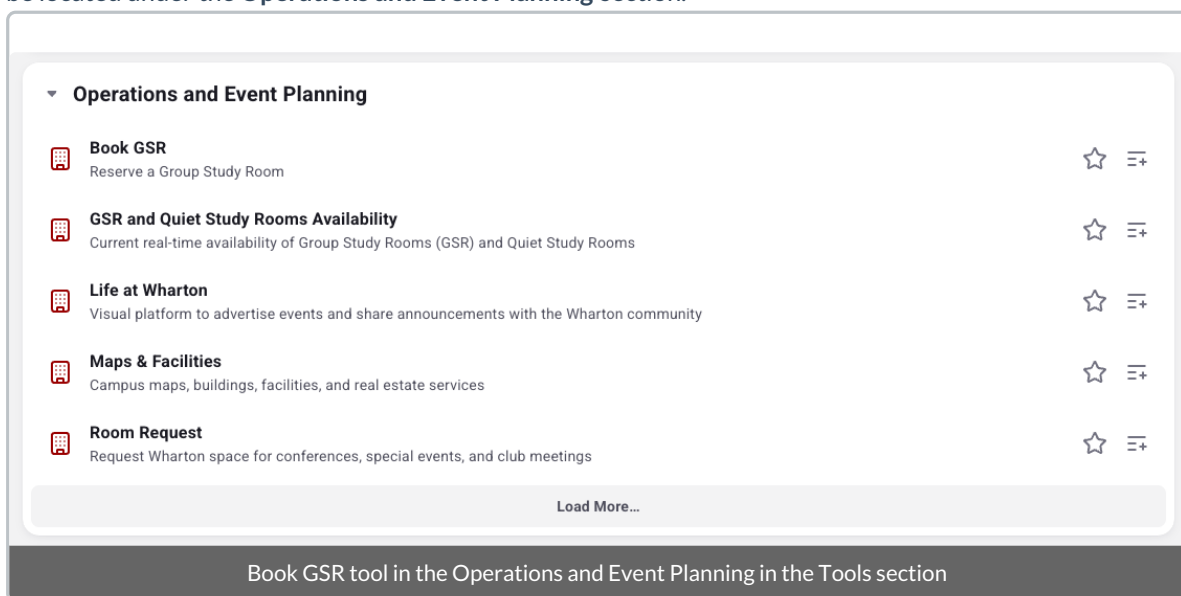
- **Reserving GSRs via MyWharton**
- **Using Spaces and the GSR Reservation Application**
- **Questions or Additional Issues?**

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.



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

[Top](#)

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**.

My Reservations

Welcome to the My Reservations page. You will find all your current requests and reservations below.

[Create Reservation →](#)

🕒 Date & Time

📍 Location

📋 Details

☰ Status

👤 Action

📘 You currently have no reservations. You can make a reservation using the options listed below.

- 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.

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.

 SPACES 



MY RESERVATIONS CREATE RESERVATION RESOURCES -

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.

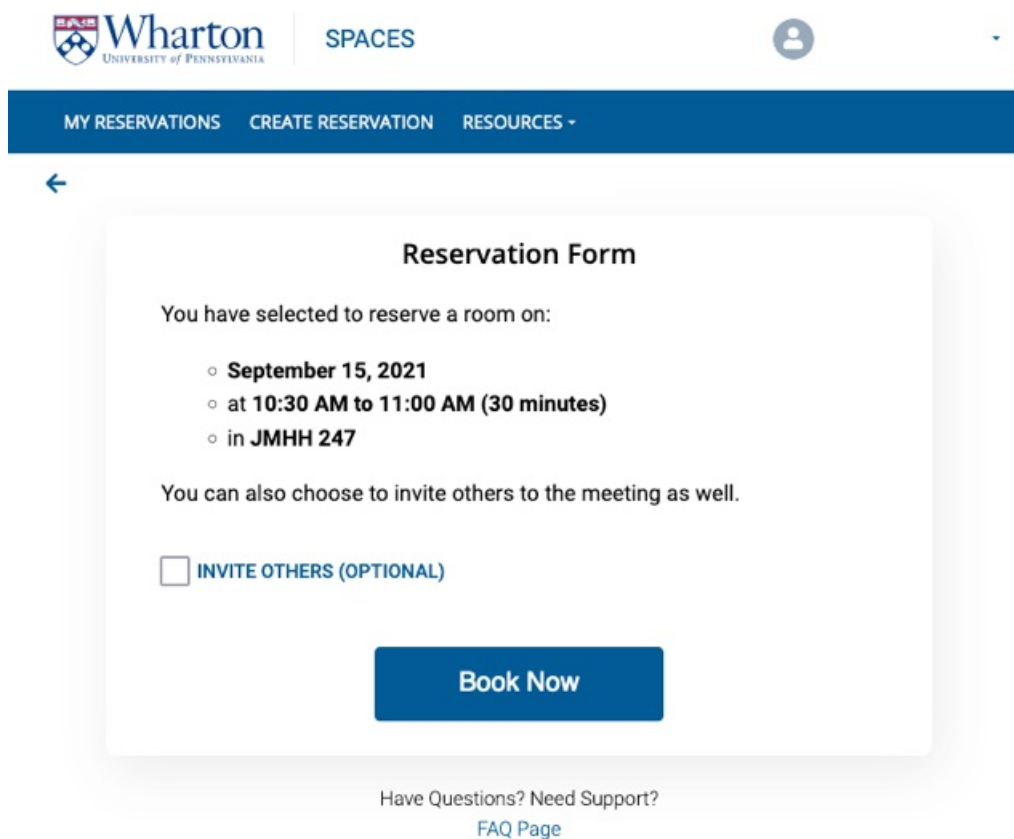
 SPACES 

MY RESERVATIONS CREATE RESERVATION RESOURCES -

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, the Wharton University of Pennsylvania logo is on the left, and the word 'SPACES' is in the center. To the right of 'SPACES' is a user profile icon. Below this is a dark blue navigation bar with the links 'MY RESERVATIONS', 'CREATE RESERVATION', and 'RESOURCES' with a dropdown arrow. Below the navigation bar is a light blue back arrow. The main content area is a white box titled 'Reservation Form'. Inside the box, it says 'You have selected to reserve a room on:' followed by a bulleted list: 'September 15, 2021', 'at 10:30 AM to 11:00 AM (30 minutes)', and 'in JMHH 247'. Below the 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 white box is a blue button labeled 'Book Now'. Below the white box, the text 'Have Questions? Need Support?' is followed by a blue link 'FAQ Page'.

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MY RESERVATIONS CREATE RESERVATION RESOURCES ▾

←

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?

[Top](#)

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu
