



IWU Room Reservation Instructions for New R25 Users

All University-related room reservations are requested online through the Resource 25 (R25) scheduling program. This program is accessed off of the “Searchable Events Calendar” on the IWU homepage, <http://www.iwu.edu/>.

All reservation policies are also linked on the calendar page under the heading labeled, Policies. Or you may go directly to the link: <http://www.iwu.edu/aboutiwu/BookitPolicies.shtml>.

To make online reservations, you must first be set up in the R25 system by following these steps:

1. Contact a Resource 25 (R25) administrator listed below to complete an information sheet. Or, print the information sheet from the policies page. This will get your R25 password set up.
2. The administrator will send you an instruction document along with the information sheet which will guide you through the process or you may also print the instructions from the policies page.
3. Contact an administrator with any questions or difficulties you have with R25 or send an email to “bookit@iwu.edu”.

Resource 25 Administrators:

Lesley Zimmerman	lzimmerm@iwu.edu	556-3161
Cheri Armstrong	carmstro@iwu.edu	556-3035
Kevin Clark	kclark@iwu.edu	556-3850