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 “my.iwu.edu” page (do NOT login). Select “R25 Room Scheduler” from the right-hand column under “Service Requests.

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 Administrator:
Kelly Link klink@iwu.edu 556-3491
Cheri Armstrong carmstro@iwu.edu 556-3035