



**HOUSATONIC
COMMUNITY COLLEGE**

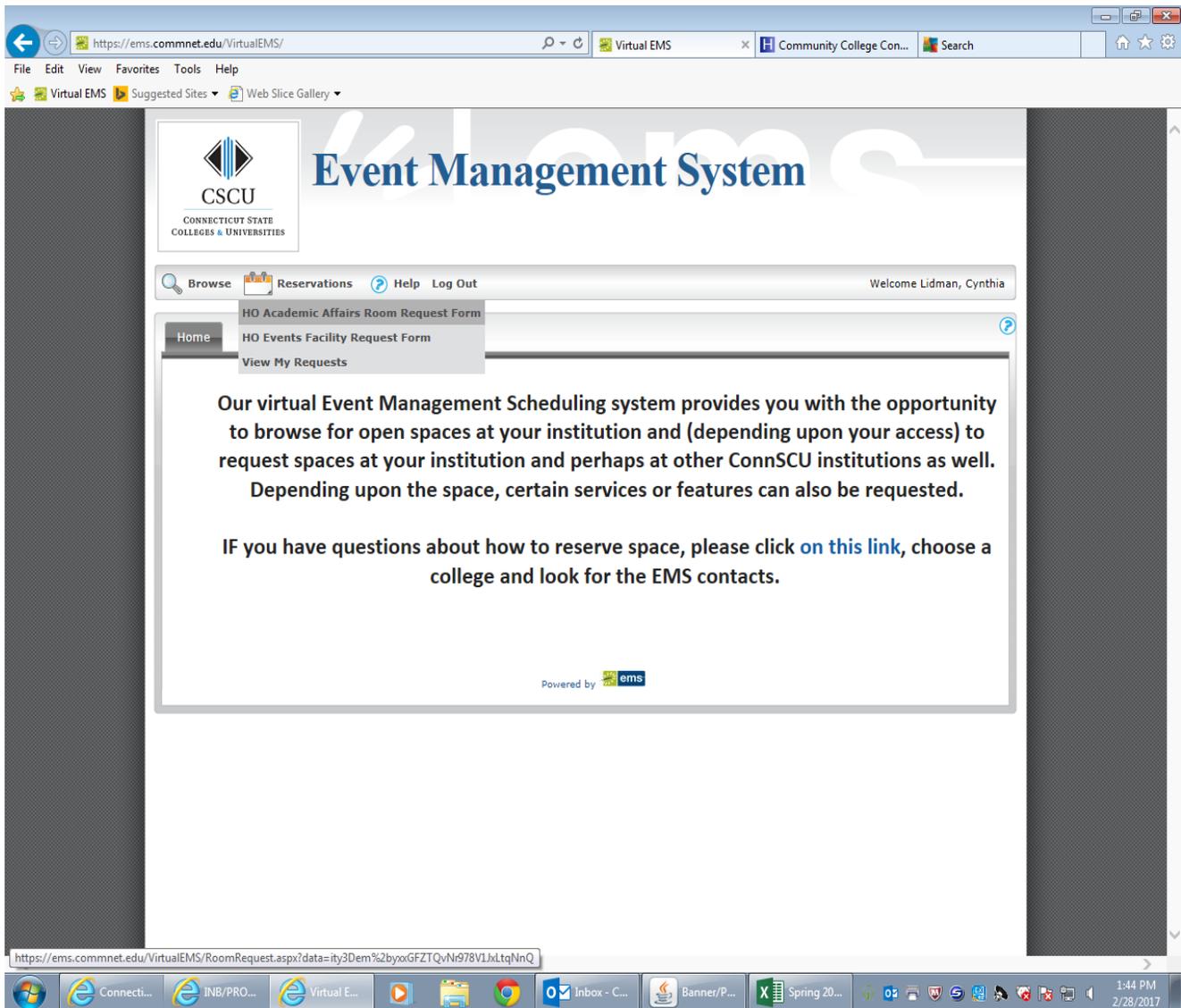
EMS Directions

Internal Room Event Requests

The screenshot displays a web browser window with the following elements:

- Address Bar:** <https://ems.commnet.edu/VirtualEMS/Login.aspx>
- Page Header:** CSCU CONNECTICUT STATE COLLEGES & UNIVERSITIES logo and "Event Management System" title.
- Navigation:** "Browse" and "Log In" links, and a "Welcome Guest" message.
- Login Form:**
 - Instruction: "Please use the first 8 digits of your NetID in the User Id field and your NetID password to login to Virtual EMS. Click on this link for questions related to your NetID."
 - User Id:** Input field containing "00014034".
 - Password:** Input field with masked characters "*****".
 - Login:** Submit button.
- Footer:** "Powered by ems" logo.

1. Log in to the system. The web address is <https://ems.commnet.edu/VirtualEMS/Login.aspx>. It is the same NetID and Password as your college log in credentials.



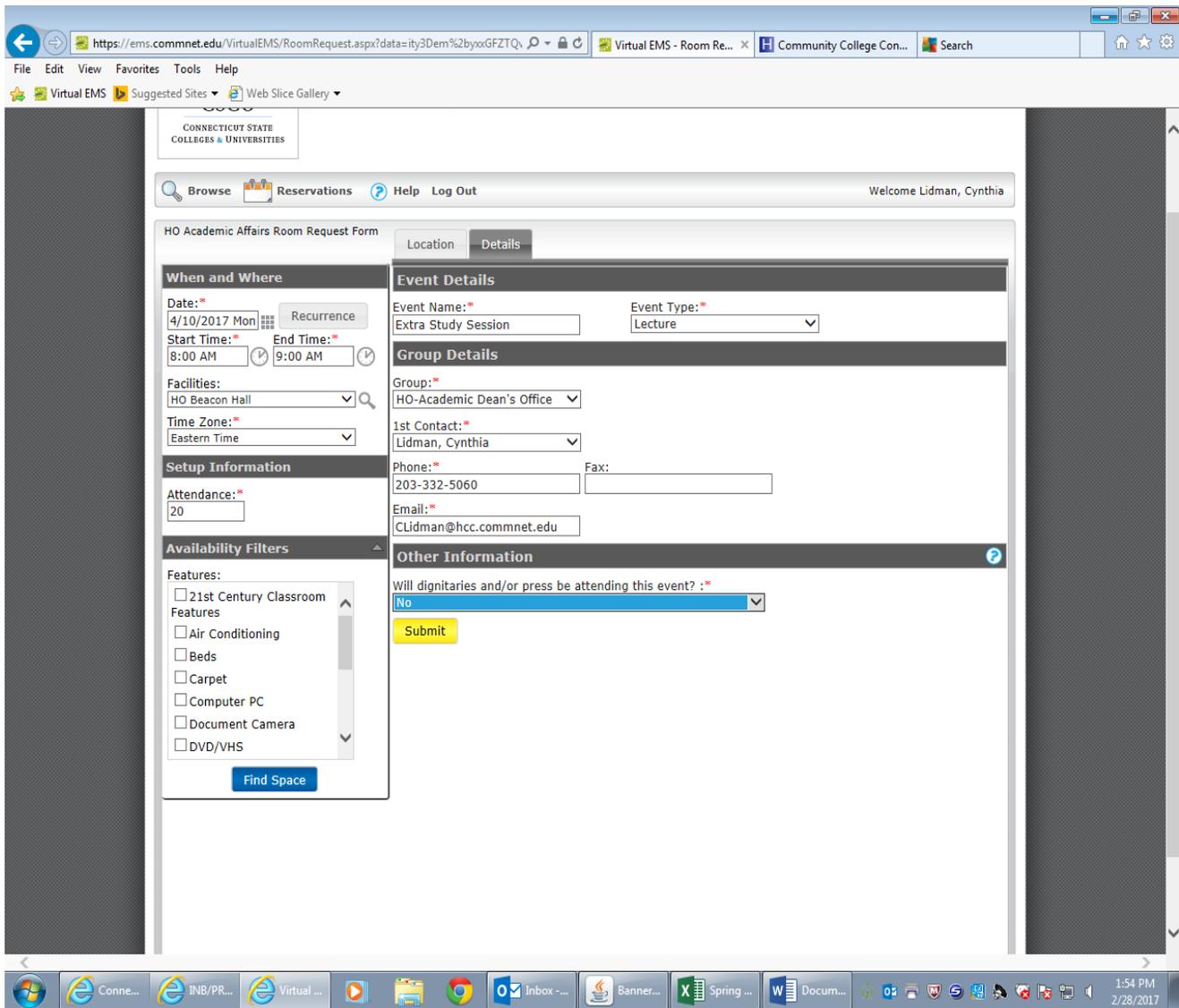
- 2. Under “reservations” choose the HO Academic Affairs Room Request Form. To be clear, these reservation requests are for internal non-course bookings only, such as meetings, information sessions, or extra computer classroom sessions. Credit course classrooms are scheduled by the office of Academic Affairs. Please be aware of the classroom seat counts, the college CANNOT exceed these limits due to fire code regulations. Please plan accordingly. To book the Events Center, Atriums, or the Courtyard, choose the HO Events Facility Request Form. The Office of the Dean of Administration will respond to those requests.**

3. Choose the event date by clicking on the calendar icon. An automatic 3-day lead time from the current date is built into the system, a date chosen before the lead time will prohibit you from continuing the reservation process. The Office of Academic Affairs cannot override this feature.
4. Choose the start time and end time by clicking on the time picker clock icons. For a recurring event, click on the recurrence button and follow the directions.
5. Choose the Facility by clicking on the drop-down list arrow: Beacon Hall or Lafayette Hall.
6. Enter the number of people who will be in attendance.
7. Click on "Find Space" to show all rooms in the building. They are displayed with the room number and type of room, scroll down to display more rooms. For a special room such as a computer classroom or conference room, click on the feature in the availability filters box.

The screenshot displays a web application for room reservations. The main interface is titled "HO Academic Affairs Room Request Form". On the left, there are several sections: "When and Where" with date and time pickers, "Facilities" with a dropdown menu, "Setup Information" with an attendance field, and "Availability Filters" with checkboxes for various room features. The main area shows a "Selected Locations" table and a room availability grid for Monday, April 10, 2017. The grid lists rooms with their capacities and shows blue blocks indicating reserved times. A "Continue" button is located at the bottom center of the grid area.

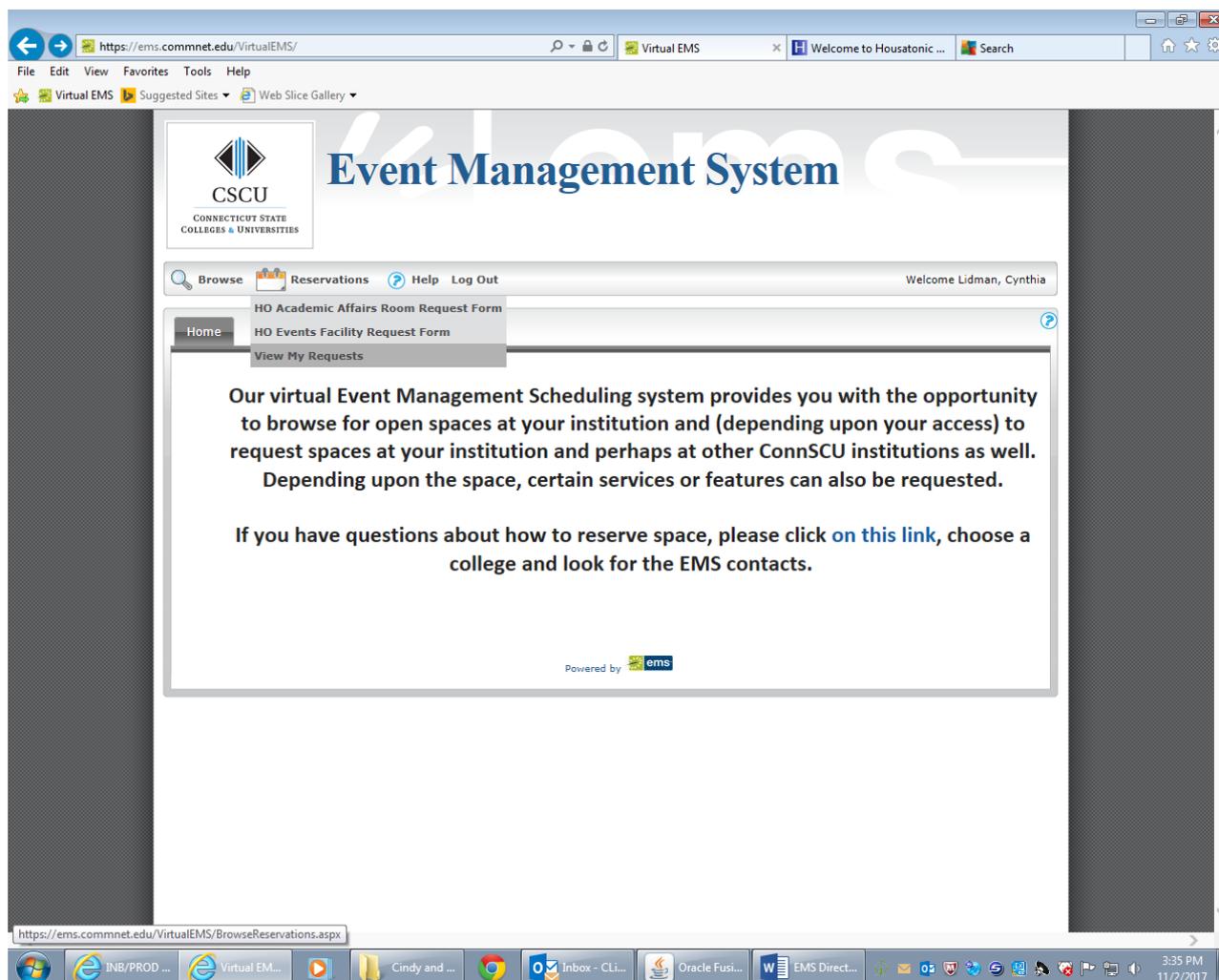
DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
4/10/2017 Mon		8:00 AM	9:00 AM	HO Beacon Hall - 134	Request	20	

- To select a room that is available, click on the green + to the left of a room number that does not have a blue block during the event times. Event start and end times chosen are viewed inside the room/time grid within red borders for easy room selection. Once you choose a room that is available, it will prompt a summary on the top of the screen with the request date, start and end times, building/room, and setup count. You can now continue to the last page by clicking on the "continue" button on the bottom of the screen.



9. Enter the event name. Choose the event type from the drop down box, such as lecture or meeting.
10. The group that you are identified with based on your log in credentials will be displayed. Choose your name under the 1st contact drop down box. Your phone number and e-mail address will automatically populate.
11. Under “other information” clarify whether dignitaries and/or press will be attending your event from the drop down box.
12. Click “submit”.
13. You will receive a confirmation of your event via campus e-mail.

Canceling or Editing Events



1. Log on to the EMS Website. Under “reservations”, click on “View My Requests.”

Event Management System

Reservations

Reservation Id: Event Name: Quick Search Show Cancelled

ID	NAME	GROUP	FIRST BOOKING ^	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
69293	Test	HO-Academic Dean's Office	11/8/2017 Wed	11/8/2017 Wed	Confirmed	HO Beacon Hall - 135 Classroom	No

Powered by oma

2. Your most recent reservation will show up on this page. There is a search feature if you know the reservation ID or Event Name if it is not populated on this page. Under "name", click on the title of your event highlighted in blue.

The screenshot displays the Event Management System interface. At the top left is the CSCU logo (Connecticut State Colleges & Universities). The main header reads "Event Management System". Below the header is a navigation bar with "Browse", "Reservations", "Help", and "Log Out" options, and a user greeting "Welcome Lidman, Cynthia".

The main content area is titled "Reservation Details" and includes tabs for "Additional Information" and "Attachments". A "Back to My Requests" link is also present. The reservation information is as follows:

- Reservation Id: 69293
- Event Name: Test
- Event Type: Testing
- Group Name: HO-Academic Dean's Office
- 1st Contact Name: Lidman, Cynthia
- Phone: 203-332-5060

On the right side of the reservation details, there is a list of actions: Edit Reservation, Add Booking, Cancel Bookings, Cancel All Bookings, View/Email Reservation Summary, Add booking to personal calendar, and Booking Tools.

Below the reservation details is a "Bookings" section with tabs for "All", "Current", and "Historical". A table lists the current booking:

ACTIONS	SERVICES	DATE	TIME	TITLE	LOCATION	STATUS	SETUP
 		11/8/2017 Wed	8:00 AM - 9:00 AM ET	Test	HO Beacon Hall - 135	Web Request	Classroom Style (20)

At the bottom of the page, it says "Powered by EMS". The Windows taskbar at the bottom shows the system time as 3:39 PM on 11/2/2017.

- Under "actions", you can either cancel the event by clicking the red box with the "x" or edit the event by clicking on the pencil and paper icon next to it.

The screenshot displays the Event Management System interface. At the top, the CSCU logo and the title "Event Management System" are visible. Below the navigation bar, the "Reservation Details" section shows the following information:

- Event Name:** Test
- Date:** Wednesday, November 8, 2017
- Location:** HO Beacon Hall - 135
- Event Time:** 8:00 AM - 9:00 AM ET
- Group Name:** HO-Academic Dean's Office
- 1st Contact Name:** Lidman, Cynthia
- Phone:** 203-332-5060
- 2nd Contact Name:** (blank)
- Phone:** (blank)

The "Event Details" section includes input fields for "Event Name" (Test) and "Event Type" (Testing). The "When and Where" section shows the date (11/8/2017 Wed), start time (8:00 AM), end time (9:00 AM), facility (HO Beacon Hall), and time zone (Eastern Time). The "Setup Information" section shows "Attendance" set to 20. The "Availability Filters" section shows a checkbox for "21st Century Classroom" which is unchecked.

The "Location" section features a "List" and "Grid" view. The "Grid" view shows a calendar for "Wednesday, November 8, 2017 Eastern Time" with a 12-hour grid. The "135 Classroom" row shows a capacity of 50 and is highlighted in blue, indicating it is the selected room. A yellow "Update Booking" button is visible next to the grid.

- When editing a reservation, the booking information now populates the next screen with your original event information. It is here you can change the date, time, or room and click "update booking."

If the room chosen for the initial reservation is still available, it will allow you to proceed. If not, you will receive a message that says "update was unsuccessful." If that's the case, click on "find space" to find another available room. Once an available room is chosen, you will now receive a "booking successfully updated" message. You will receive a confirmation e-mail for the edited reservation.