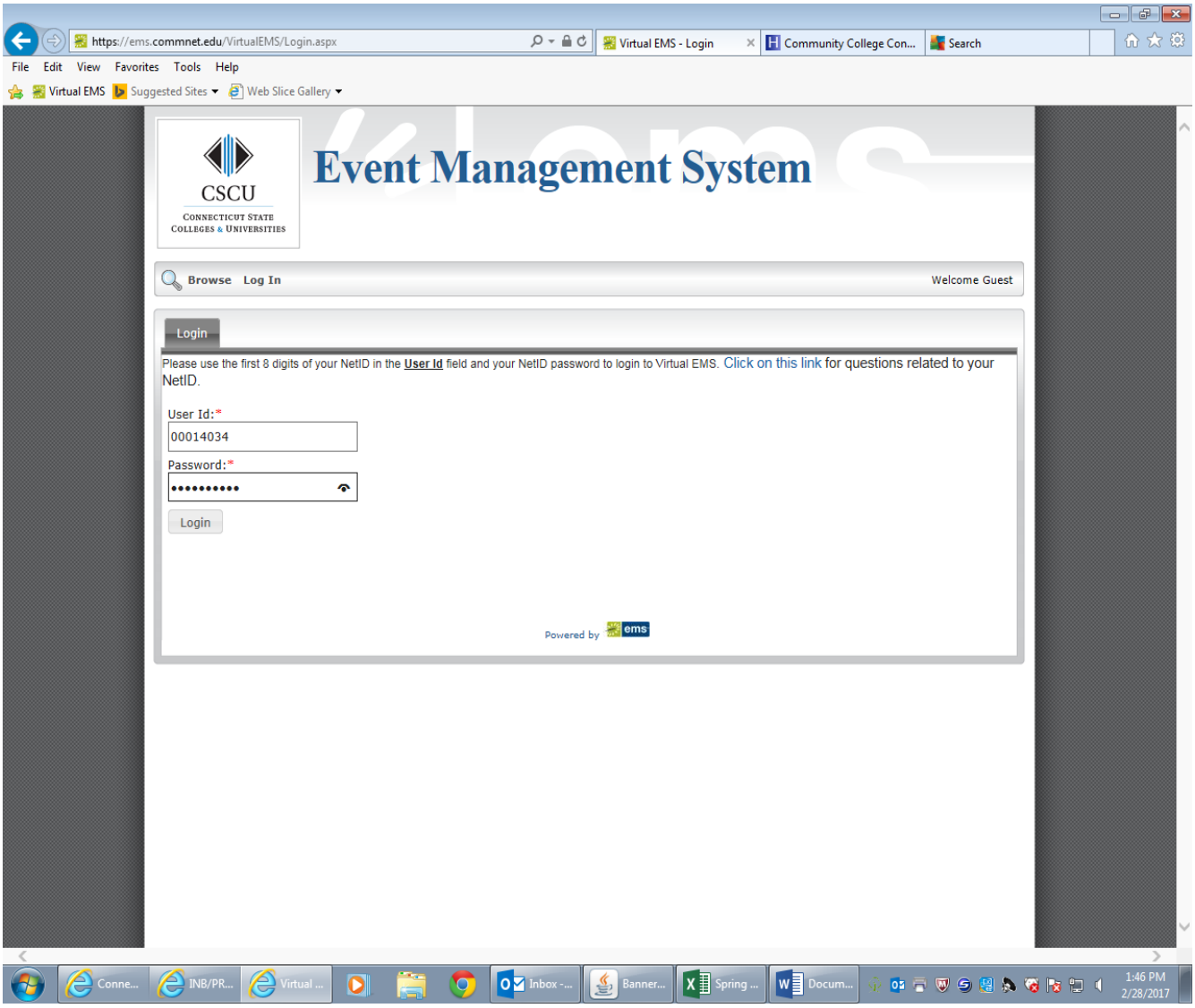
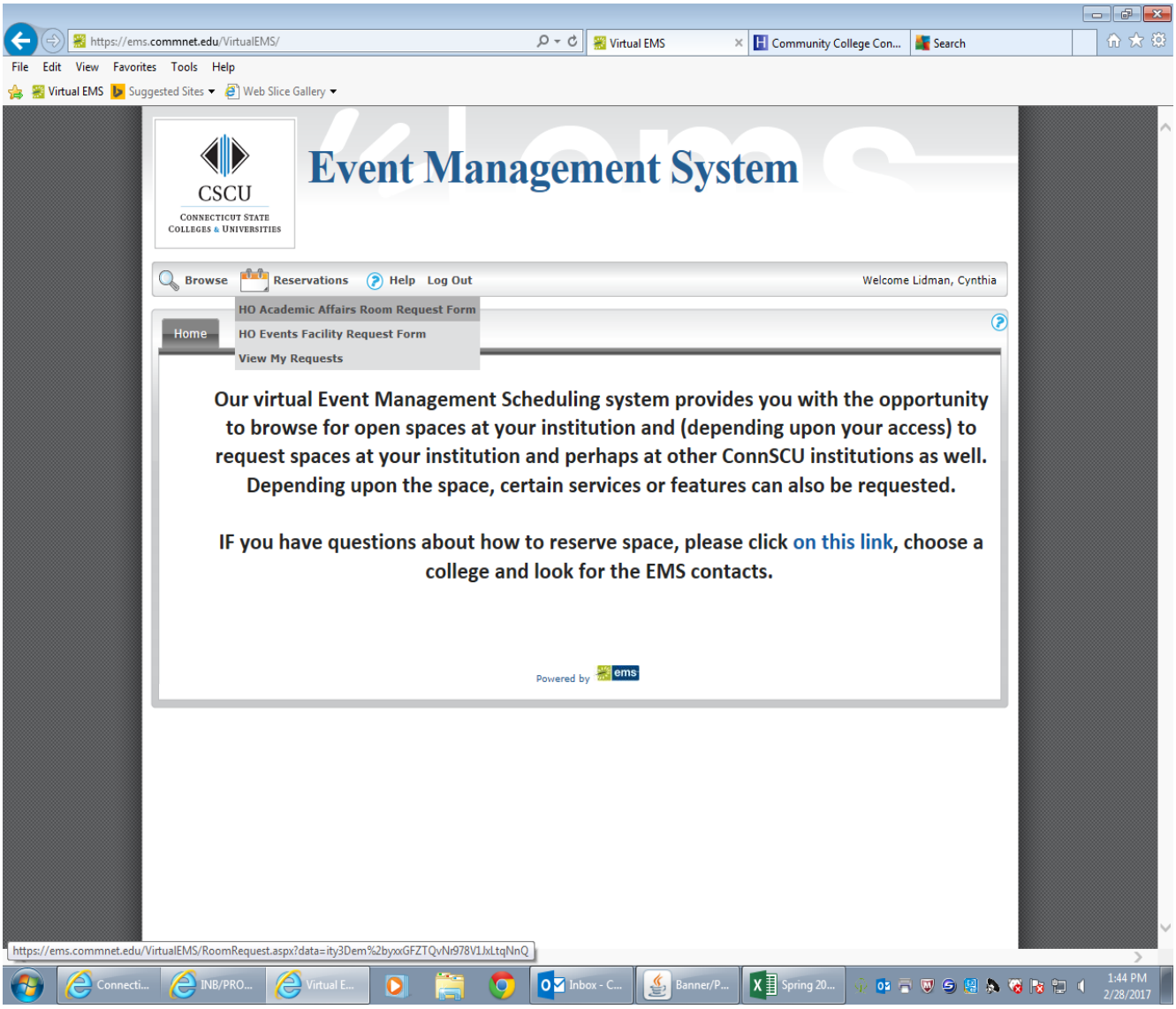
EMS Directions

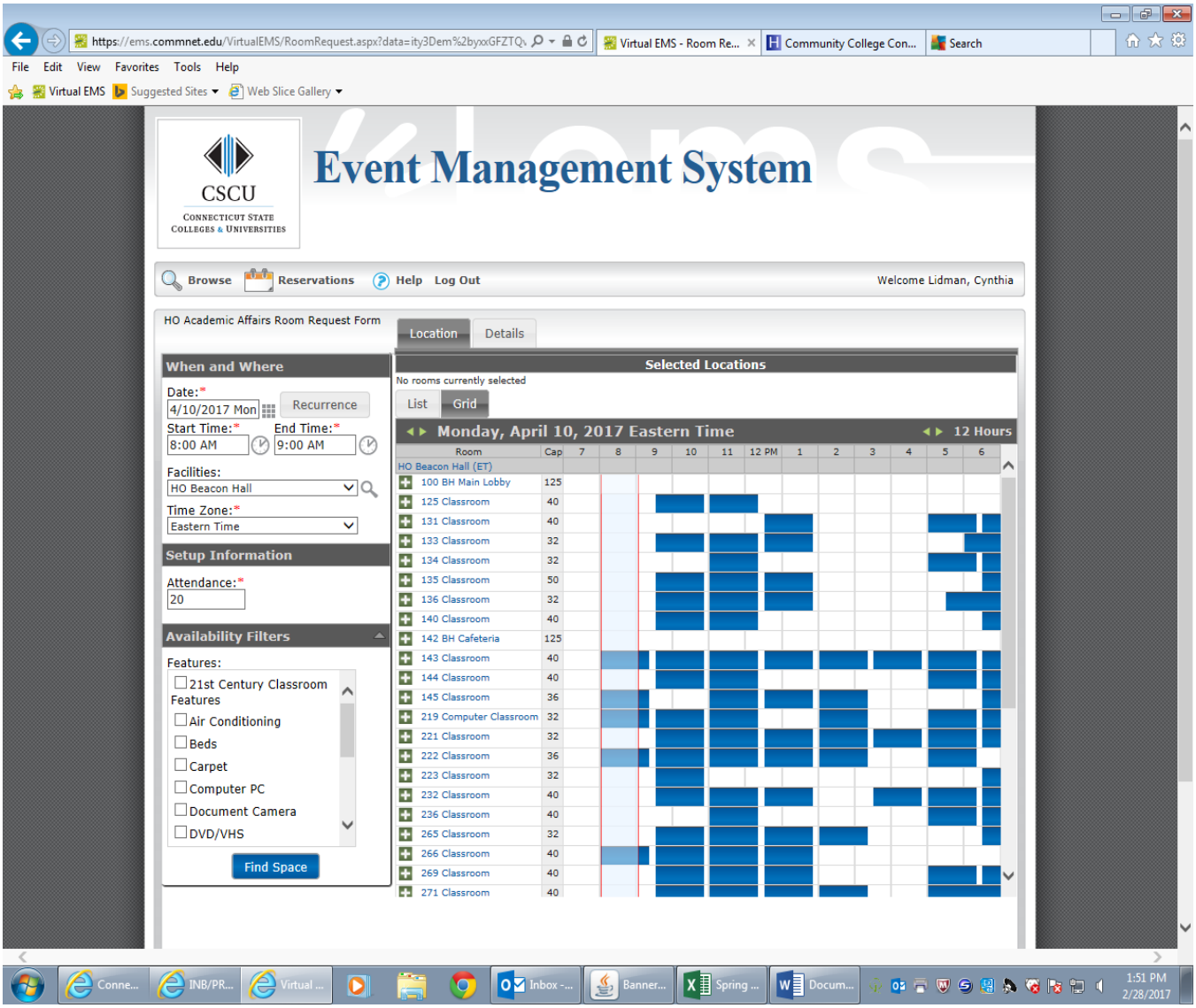
Internal Room Event Requests



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.**



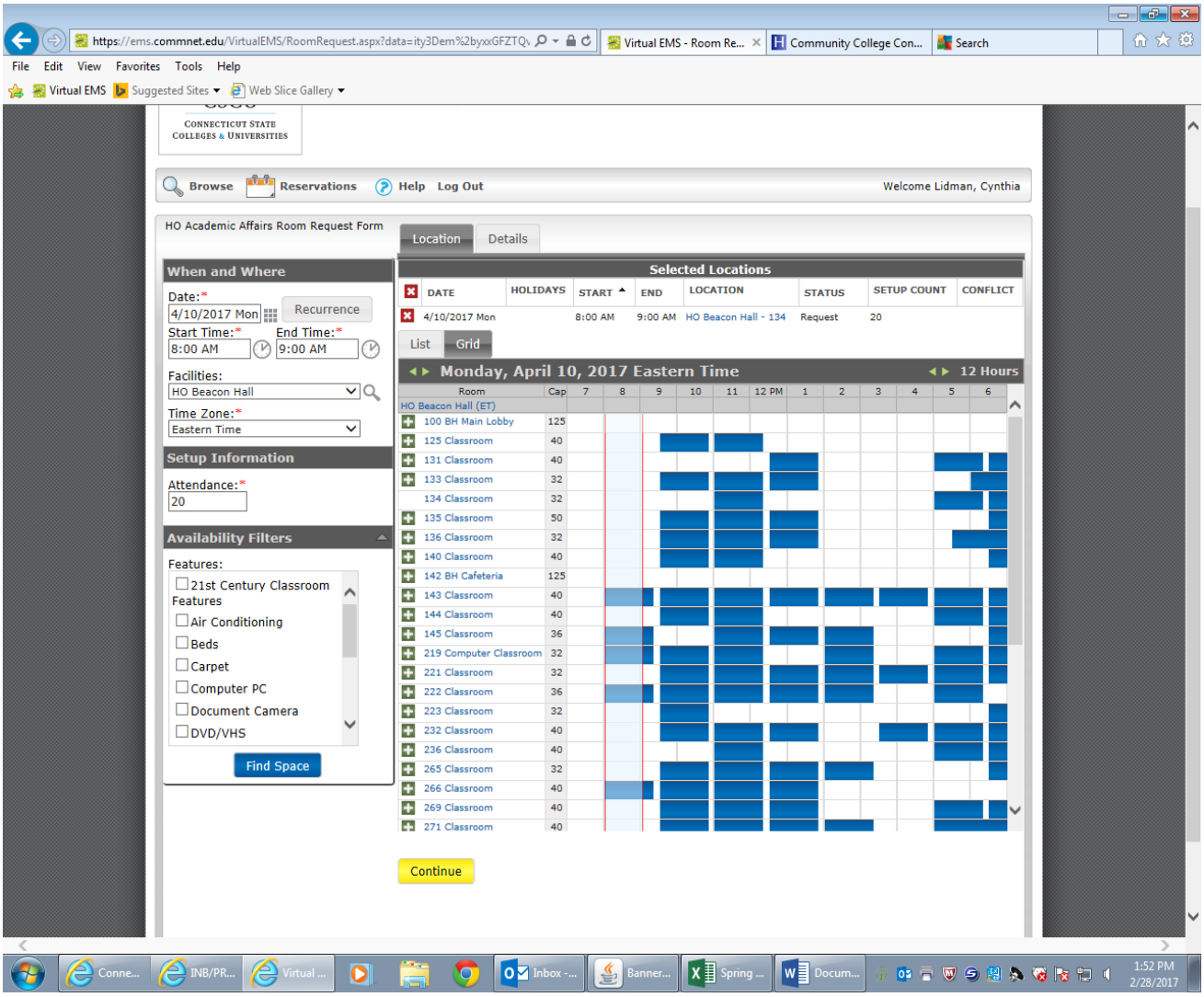
3. **Choose the event date by clicking on the calendar icon. An automatic 3-day lead time from the current date is built into the system, a date chosen before the lead time will prohibit you from continuing the reservation process. The Office of Academic Affairs cannot override this feature.**

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.**

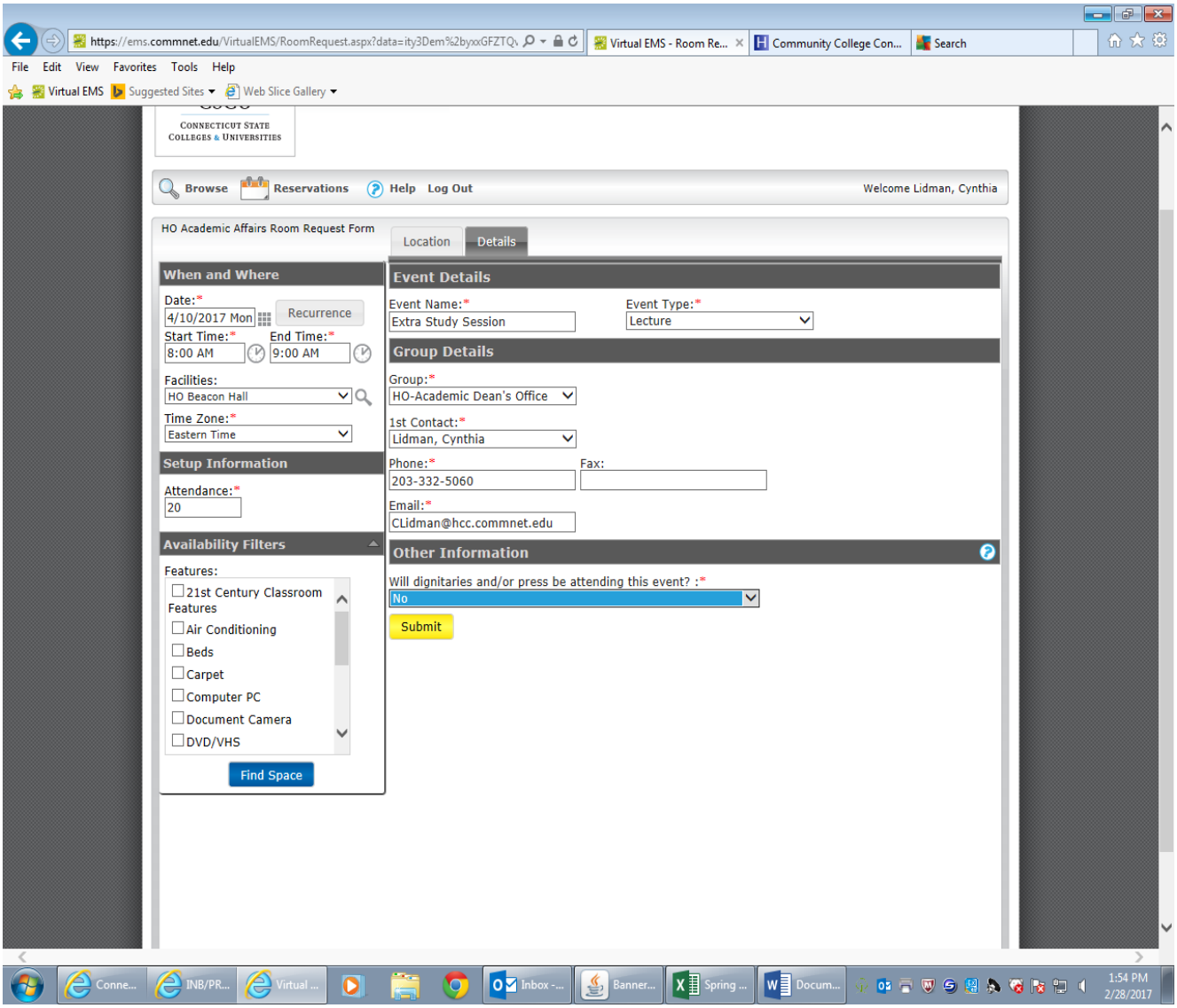
5. **Choose the Facility by clicking on the drop-down list arrow: Beacon Hall or Lafayette Hall.**

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.**



8. **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.**

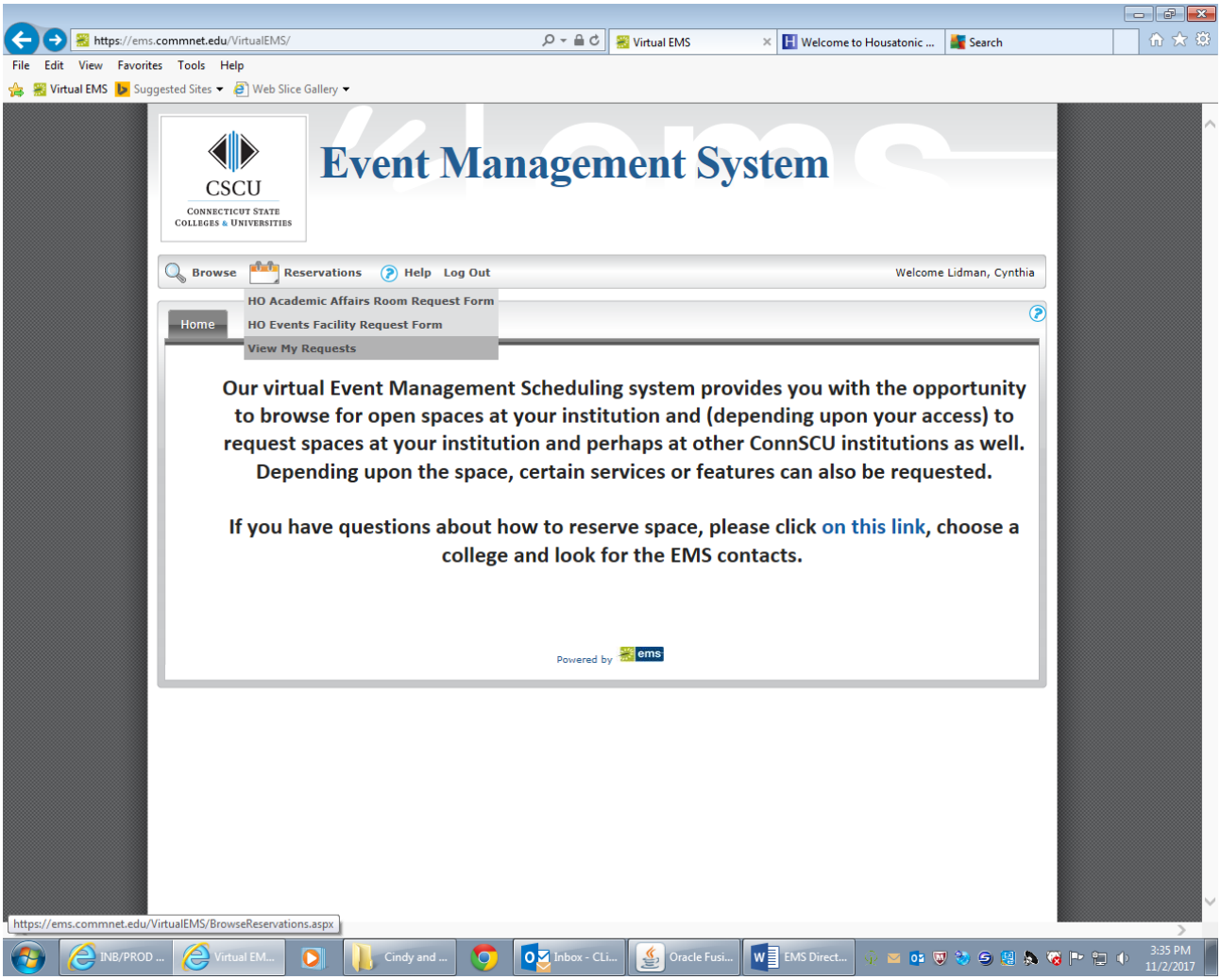
10. **The group that you are identified with based on your log in credentials will be displayed. Choose your name under the 1st contact drop down box. Your phone number and e-mail address will automatically populate.**

11. **Under "other information" clarify whether dignitaries and/or press will be attending your event from the drop down box.**

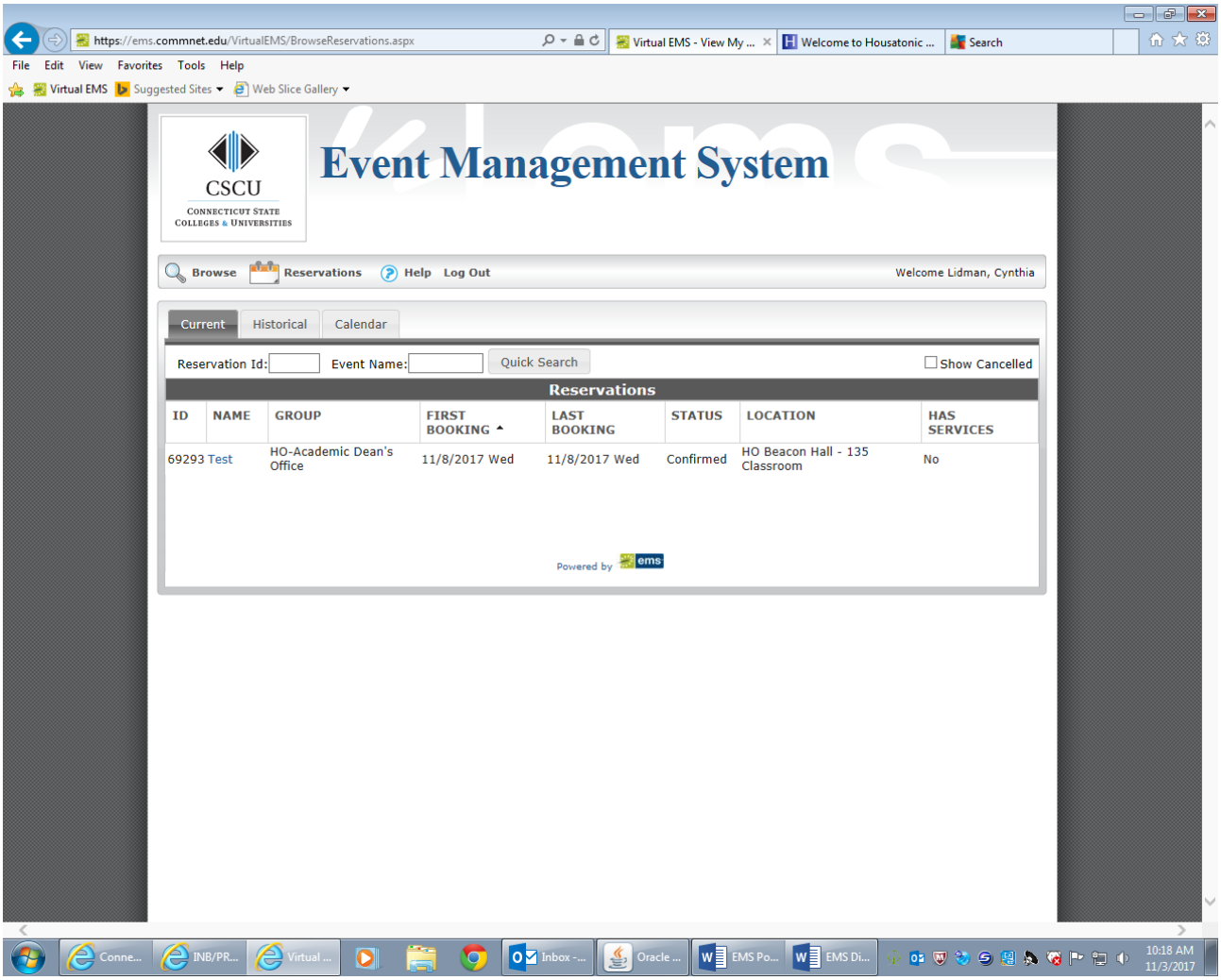
12. **Click "submit".**

13. **You will receive a confirmation of your event via campus e-mail.**

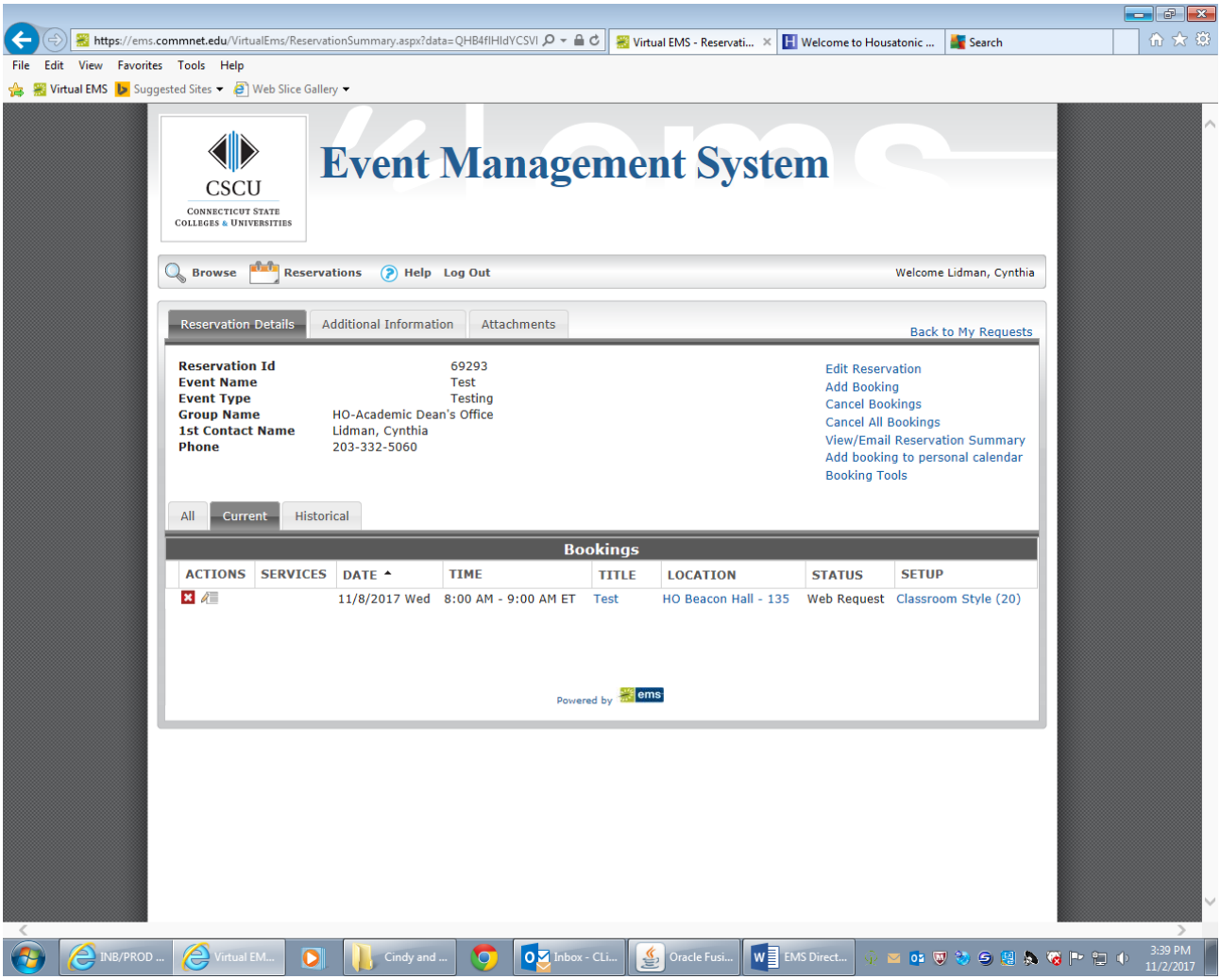
Cancelling or Editing Events



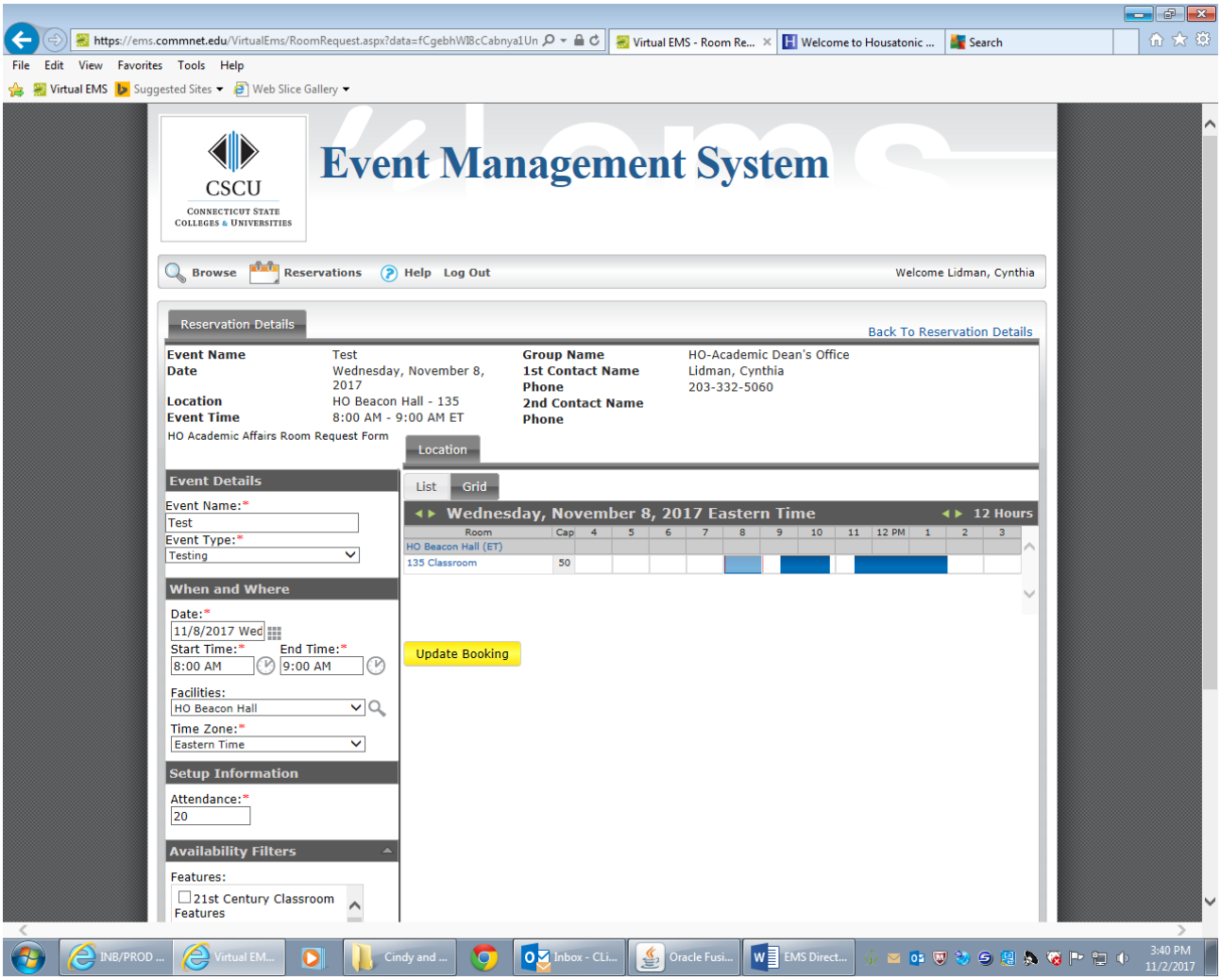
1. **Log on to the EMS Website. Under "reservations", click on "View My Requests."**



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.**



3. **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.**



4. **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.