



**HOUSATONIC
COMMUNITY COLLEGE**

EMS Directions

Internal Room Event Requests

https://ems.commnet.edu/VirtualEMS/Login.aspx

File Edit View Favorites Tools Help

Virtual EMS Suggested Sites Web Slice Gallery

CSCU
CONNECTICUT STATE
COLLEGES & UNIVERSITIES

Event Management System

Browse Log In Welcome Guest

Login

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:*
00014034

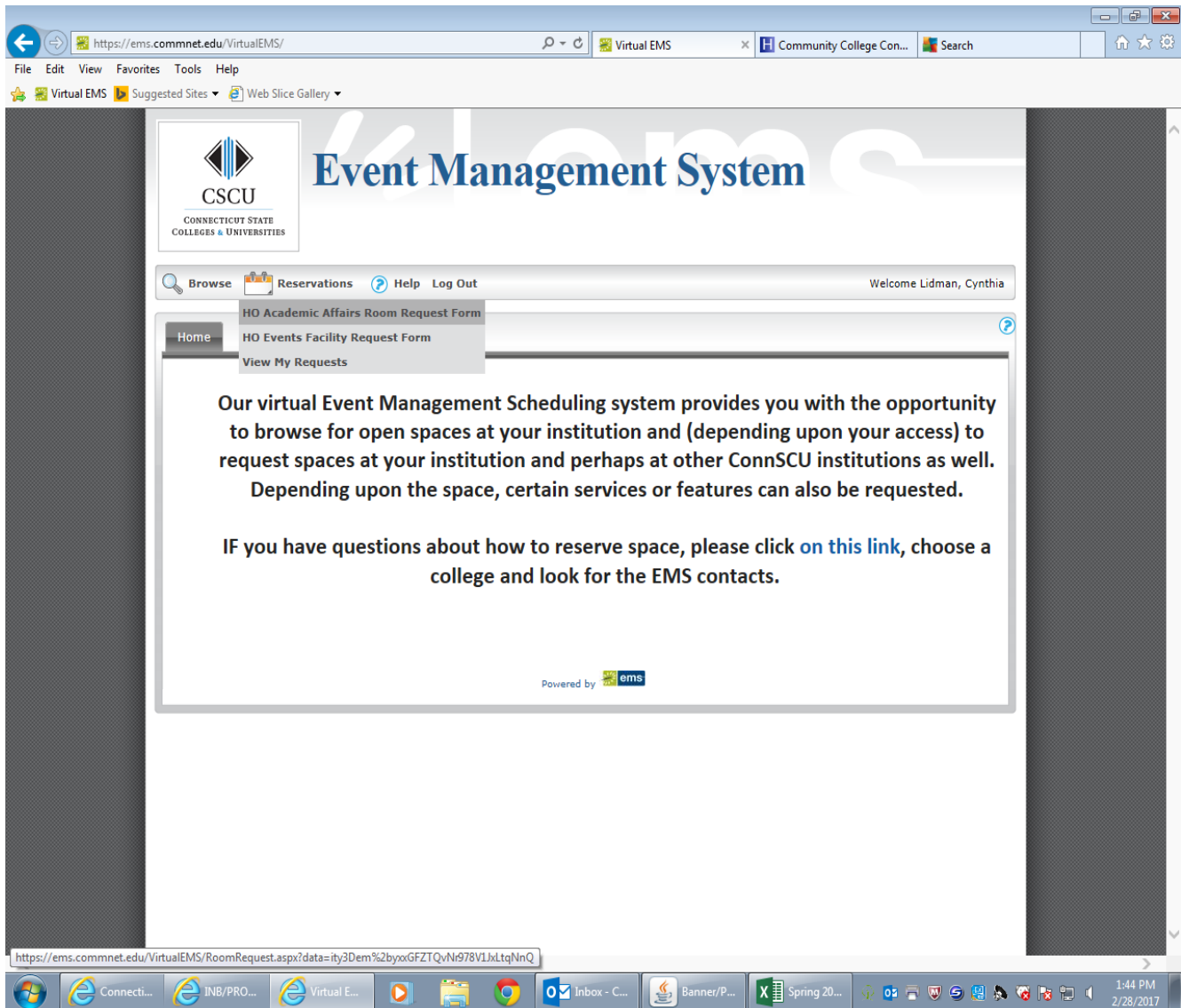
Password:*
.....

Login

Powered by ems

1:46 PM 2/28/2017

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.

CONNECTICUT STATE COLLEGES & UNIVERSITIES

Browse Reservations Help Log Out Welcome Lidman, Cynthia

HO Academic Affairs Room Request Form

Location Details

When and Where

Date: 4/10/2017 Mon Recurrence
 Start Time: 8:00 AM End Time: 9:00 AM
 Facilities: HO Beacon Hall
 Time Zone: Eastern Time

Setup Information

Attendance: 20

Availability Filters

Features:
 21st Century Classroom
 Air Conditioning
 Beds
 Carpet
 Computer PC
 Document Camera
 DVD/VHS

Find Space

Selected Locations

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	

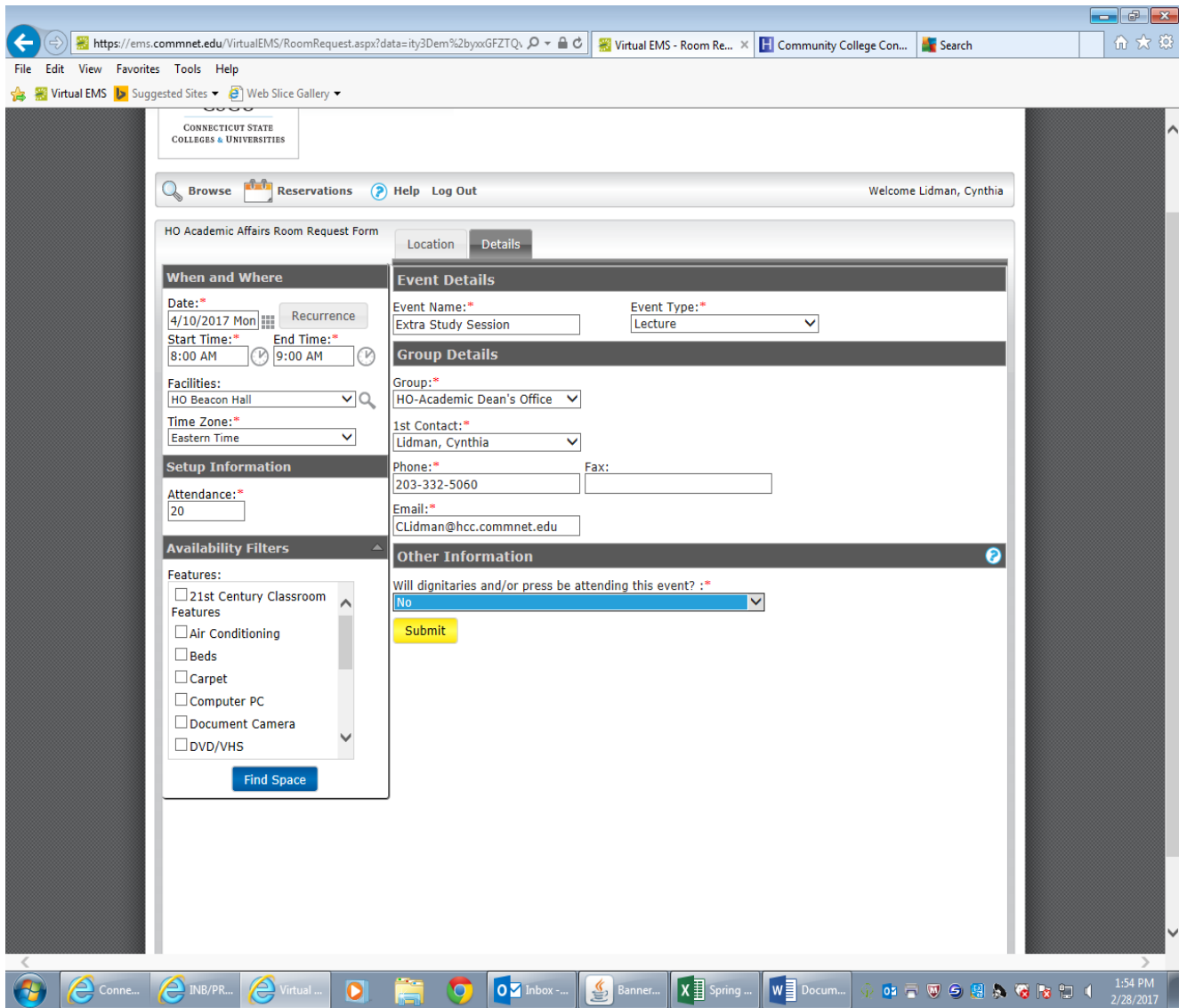
List Grid

Monday, April 10, 2017 Eastern Time 12 Hours

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
HO Beacon Hall (ET)													
100 BH Main Lobby	125												
125 Classroom	40												
131 Classroom	40												
133 Classroom	32												
134 Classroom	32												
135 Classroom	50												
136 Classroom	32												
140 Classroom	40												
142 BH Cafeteria	125												
143 Classroom	40												
144 Classroom	40												
145 Classroom	36												
219 Computer Classroom	32												
221 Classroom	32												
222 Classroom	36												
223 Classroom	32												
232 Classroom	40												
236 Classroom	40												
265 Classroom	32												
266 Classroom	40												
269 Classroom	40												
271 Classroom	40												

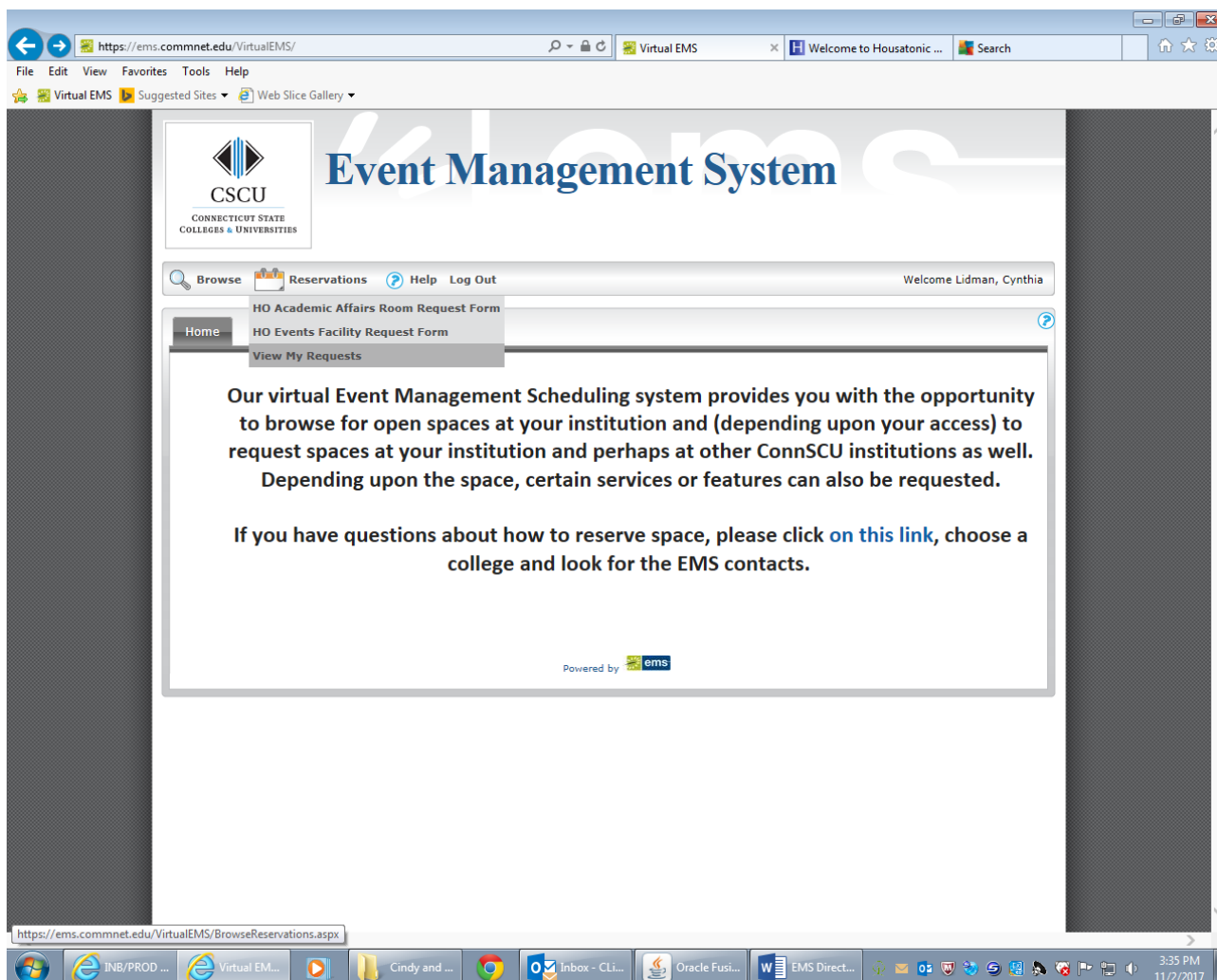
Continue

- 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 oms



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	Edit Reservation
Event Name	Test	Add Booking
Event Type	Testing	Cancel Bookings
Group Name	HO-Academic Dean's Office	Cancel All Bookings
1st Contact Name	Lidman, Cynthia	View/Email Reservation Summary
Phone	203-332-5060	Add booking to personal calendar
		Booking Tools

Below the reservation details are tabs for "All", "Current", and "Historical". A "Bookings" table is displayed with the following data:

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" (20). The "Availability Filters" section shows a checkbox for "21st Century Classroom Features".

The "Location" section displays a calendar view for "Wednesday, November 8, 2017 Eastern Time". The calendar shows a grid of rooms and their availability for the day. The "135 Classroom" is highlighted, indicating it is the selected room for the reservation. A yellow "Update Booking" button is visible next to the calendar.

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.