How to Request a reservations using EMS

1. Go to the website http://huntsman.usu.edu/schedulers. Click on the “Request a Reservation” button.
2. You’ll then be directed to the home page for Virtual EMS.

3. Click on “My Home” to login.
4. Log In with your USU banner A# and password.

5. This will bring you to this screen. Click on the reservation you are looking to request.
6. Once you’ve selected the room/space the reservation details screen is displayed. The right pane includes information regarding the room/space.
   a. Complete the information in the left pane regarding the reservation, “Date”, “Start & End Times”, and how many people are planning to attend. You can also search for a particular room under the “I Know What Room I Want”.
   b. Then click on “Search”.

1. This will lead you to a screen showing available rooms that match your criteria.

Click on the blue plus sign to reserve
2. You can click on a room name (i.e. BCCSSB C116 Study Room) to see details regarding the room including pictures of the room.

3. Select the Blue Plus sign for the room you would like to reserve. Then click “Add Room”.

![Room details](image)

![Attendance & Setup Type](image)
11. Click on “Next Step”
   a. Enter the “Event Name” and “Event Type”.
   b. Select your name from the “1st Contact” dropdown list.
   c. Once the form is complete click on “Create Reservation”.

12. A small screen will be displayed, (you may have to wait for an approval, and this screen will indicate that).
13. To view reservation request details, click on “Edit this reservation”.

14. If the room requires approval, processing takes approximately one business day. Upon approval you’ll receive an email confirmation.

How to View my Request

1. You will begin by clicking on the My Home Tab at the top, then view your requests under My Bookings.

   a. From this page you can view:
   b. Booking Details by clicking on the event name (i.e. VEMS User Guide)
   c. Room Details by clicking on the room number (i.e. BCCSB – C116)
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Browse Events

1. Click the “Events” button on the left pane, under Browse.

2. From here you can view all reservations made in EMS. Lists can sort by Date, Locations, Room, Event Type, Event Name, or Group Name (Add Filter).

   a. Daily List: A day by day list of future reservations.
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b. **Weekly List:** A weekly by week list of future reservations.

c. **Monthly List:** A month by month list of future reservations.
Browse Facilities

1. Click the “Locations” button on the left pane, under Browse.

2. From here you can view all reservations made in EMS. Reservations can be filtered by Capacity, Features, Floors, Room, Room Type, or Setup Type (Add Filter)
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a. By Features:

b. By Floors:
c. Room Types:

![Room Types](image)

d. Setup Types:

![Setup Types](image)
Browse for Spaces

1. Click the “Locations” button on the left pane, under Browse.

2. This will bring up a list of rooms that are available for you to reserve. From this list you can see where availability might be. This list can be filtered by date and locations (Building) to narrow down the reservation displayed.
3. From there you can click on a room and get the room details, features, availability, and pictures.

**NOTE:** You cannot schedule your reservation from this screen; you can only view details and availability. You must go back to the “My Home” tab and select a room/space to schedule your event.