

Step by Step Directions for Virtual EMS

- 1) Getting an account created for your organization or department:
 - a. **Student Organizations** – a Virtual EMS account will be created for the organization's President and EMS web requester. Student Organizations have to be recertified each year in order to have active accounts. **NOTE: The organization must notify the Dean of Students Office when the President and/or EMS web requester changes. The names in the system are the only two people who can make requests.**
 - b. **Departments** – a Virtual EMS account will be created for University Departments. Please email unionreservations@louisiana.edu or call 337-482-6939 to request an EMS Virtual account.
- 2) Go to <http://ems.win.louisiana.edu/VirtualEMS/>.
LOG IN (under My Account)
Enter your email address and password
Note for first time users: The Student Union will create your Virtual EMS account which consists of a log in and password. You'll receive an email informing you that an account has been created. Click "Log In" under "My Account". At this point enter your email address (the one you received the email at) in the "User ID" box and click "Email me my password". Your unique password will be emailed to you so you can begin to use Virtual EMS.
- 3) To Schedule an Event: Click on the "**Reservations**" link at the top of the page and choose one of the following:
 - a. **Room Request** - needs to be filled out by Student Organizations and Campus Departments that are seeking approval to have an event in the Student Union.
 - b. **Event Only** - requests need to be filled out by Student Organizations seeking approval for events not held in the Student Union.
 - c. **Catering Only** - requests are for departments requesting catering outside of the Student Union.
- 4) To fill out request:
 - a. **Room Request** -To request room space, begin by filling in the "**When and Where**" box on the left hand side of the page. You must fill in all **red *** items.
 - 1) Enter date and beginning and ending time, making sure you have listed AM and PM correctly. Note: This should represent the TRUE TIME of the event - not setup or breakdown time. Our office already has built in the time for such purposes.
 - 2) To request multiple dates (such as meetings for a semester) click the "**Recurrence**" button to select those dates.
 - 3) For "**Facilities**" you must choose "**Student Union**" for this box.
 - 4) "**Attendance**" is required in order to make a reservation. This is only an estimate.
 - 5) "**Set-up Type**" helps us customize the room layout to meet your needs.
 - 6) Then click the "**Find Space**" button to see the list of potential rooms available that meet your criteria.

A calendar of events will now appear. The **blue column** denotes your requested time. When you see a **peach bar** the room is already in use.

7) Choose your requested room by clicking a **green plus (+)**. The requested room will move to the top of the page.

8) Select the **"Details"** tab and fill in all requested event information. Please be specific.

9) After filling in all of the details, click **"Submit Reservation"** button.

b. **Event Only Request:** To request event approval outside of the Student Union, begin by filling in the **"When and Where"** box on the left hand side of the page. You must fill in all **red *** items.

1) Enter date and beginning and ending time, making sure you have listed AM and PM correctly.

2) To request multiple dates (such as meetings for a semester) click the **"Recurrence"** button to select those dates.

3) **"Attendance"** is required in order to make a request an event.

4) For **"Building"** you must choose **"Student Union"** for this box.

5) **"Location"** box must be filled in with the exact location of where your event will take place.

6) Then click the **"Get Services"** button.

7) Select the **"Details"** tab and fill in all requested event information. Please be specific.

8) After filling in all of the details, click **"Submit Reservation"** button.

c. **Catering Only** – For University Departments and information coming soon.