

How to Make a Room Request Using Virtual EMS:

1. Log in to Virtual EMS using your **ESU Net ID** and **PASSHE Password**.
 - a. Faculty/Staff: ESU User ID and your ESS/PASSHE Password
 - b. Students: ESU User ID and Password
2. Select **Reservations** from the navigation panel along the top of the screen and choose the correct form from the dropdown menu based on your desired location.
3. Fill out the form. Be sure to include the date, time, attendance, and setup type. (Only include the actual event time. DO NOT include setup time)
4. Click **Find Space**. EMS will try to find rooms that fit your criteria. (Rooms that cannot fit your expected attendance will not appear.)
5. To select a meeting space click the **green (+)** to the left of the room. (If you wish to use multiple rooms, select the **(+)** next to each room you wish to use.
6. After selecting the room(s), click the **Details** tab at the top of the page.
7. Fill out the information on this form.
8. When requesting audio visual support and furniture setup on the **EMS Details Tab** please consider the following:
 - a. What furniture setup type works best for your content?
 - i. Select the furniture setup package that works best for your space and expected attendance. If you type any notes in the **Special Instructions** box, this will be sent directly to the Labor Crew.
 - b. What audio visual equipment do you need?
 - i. Select the equipment that you need.
 - ii. Keep in mind that many rooms also have AV equipment already present, so select accordingly.
 - iii. AV Support is available from 8am- 5pm.

How to Make a Change to a Request:

1. Log in to Virtual EMS using your **ESU Net ID** and **PASSHE Password**.
2. Select **Reservations** from the navigation panel along the top of the screen and choose the tab that is labeled **View my Requests**.
3. Click on the event that you wish to edit.
4. To add services to your event, or edit current services, click the **green (+)** under the **Services** column.
 - a. To add services, select the appropriate service desired under the section labeled **Available Services**.
 - b. To edit an existing service request, click the pencil icon next to the request you are trying to change under the actions column.
 - c. To remove/cancel services, click the **red (x)** and confirm the cancellation of the specific service.
5. To edit the date, time, or location of the event click the pencil icon located in the column labeled **Actions**.
6. Be sure to **save** all changes.

Helpful Reminders:

- Make space request and include potential AV needs and furniture setup **as early as possible** because space is not always available.
- **2 weeks out** update AV, furniture setups and service requests.
- **5 business days out** confirm final catering counts, AV and furniture setup details with the scheduler and caterer.
- Less than 5 business days please make a phone call to confirm request or to make any changes.
- Requests for space are **NOT** automatically approved.

Questions?

Please contact Conference Services at conferences@esu.edu or 570-422-3061