

# University Student Center Online EMS Room Reservation

Go to link <http://vems.southernct.edu/VirtualEMS/>

Look for the Owl Tutor



## Create an Account for First Time Users

- Move the cursor over “My Account” and select “Create an Account”.

Southern Connecticut State University Virtual EMS

Welcome To VEMS 3.0

Virtual EMS for Southern Connecticut State University

- Fill all required fields: email, name, phone, address, and password

## Log-In

- Move the cursor over “My Account” and select “Log IN”

Southern Connecticut State University Virtual EMS

Account Management

- Enter your registration email and password

## Make a Single Day Reservation

- Move the cursor over “Reservation” and select “Single Day Request”.

Southern Connecticut State University Virtual EMS


Browse Events

Event Type: (all) Building: (all)


Date: 8/9/2006 Wed

- Fill all required fields: Date, Attendance, Building and Room Type

Search Options

**Date:** 8/9/2006 Wed 


**\* Attendance:** 0

**Building:**  

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12

- Click "Search"

Search Options

**Date:** 8/9/2006 Wed 


**\* Attendance:** 22

**Building:** Michael Adanti Student Center

**Room Type:** (all) 


- Browse the grid for Availability, then select a room and time in the "Current Selection" boxes

Search Options

**Date:** 8/9/2006 Wed 

**\* Attendance:** 22

**Building:** Michael Adanti Student Center

**Room Type:** (all) 

**Current Selection**

**Start Time:** 8:30 AM **End Time:** 9:30 AM

**Room:** 202 A Meeting Room


**Your Cart:** 0 items

« Wednesday, August 09, 2006 »

Room	Capacity	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM
202 A Meeting Room	N/A									
202 B Meeting Room	N/A									

- Select "Add To Cart"

Search Options

**Date:** 8/9/2006 Wed 

**\* Attendance:** 22

**Building:** Michael Adanti Student Center


**Room Type:** (all)

**Current Selection**

**Start Time:** 8:30 AM **End Time:** 9:30 AM


**Room:** 202 A Meeting Room

**Your Cart:** 0 items



- Select "Check Out"

Search Options

**Date:** 8/9/2006 Wed 

**\* Attendance:** 22

**Building:** Michael Adanti Student Center


**Room Type:** (all)

**Current Selection**

**Start Time:** 8:30 AM **End Time:** 9:30 AM

**Room:**

**Your Cart:** 1 item



- Fill all required Fields for “Event Name” and “Event Type”

\*Event Name:

\*Event Type:

**Client Detail**

\*Clients:

- 1st Contact:

\*1st Contact:

2nd Contact:

2nd Contact:

- Select “Find” to display your Department or Organization in the “Client” box

**Event Details**

\*Event Name:

\*Event Type:

**Client Details**

\*Clients:

- In the “Manage User Group Window” type the Group Name and select “Search”

**Manage User Groups**

Results Favorites

- Select your group in the “Result” box and move it to the “Favorites” box

University Student Center

Results Favorites

- Select “Back to Check Out” once you choose your group

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When ready to request select “submit”

#### Client Details

\*Clients:

1st Contact

\*1st Contact:

\*Name:

\*Phone:

Fax:

Email:

2nd Contact

2nd Contact:

Phone:

Fax:

Email:

Virtual EMS for  Connecticut State University

- A “Request Summary” will appear to view your booking. Your reservation is now complete.

#### Reservation Summary

**Event:** Club Meeting  
**Reservation Id:** 9441  
**Event Type:** Meeting  
**Client:** Student Center

1st Contact  
**1st Contact:** Your Name Here  
**Phone:** \*\*\* \*\*

#### Booking Summary

Start	End	Event	Building	Room	Status
8:30 AM	9:30 AM	Club Meeting	Michael Adanti Student Center	202 A Meeting Room	tentative

- All bookings are TENTATIVE until confirmed by the University Student Center Staff.
- If an error occurs there might be a scheduling conflict of incorrect data. Please Review your info and if error persists please contact Eric Simms at 392-5500.