EMS Web App - Reference Sheet

EMS Web App, is a web-based application that allows users to browse events in a calendar, view facility information, and submit and manage room reservations.

Section 1: Logging in

You can access EMS through any standard browser or mobile device. You must be a DePaul University faculty/staff member or a representative of a recognized student organization for access to this reservation system. The Student Center Administration staff will provide you with account information. The user name and password is not the same as your campus connect account information. Upon reviewing the reference sheet - please email your name, contact number, preferred email address and organization name to studentcenters@depaul.edu.
Section 2: Homepage

Student Centers oversees reservations for Cortelyou Commons, LP Student Center, Munroe Hall classrooms, Quad and St. Vincent Circle.

Each Reservation Template is used to request particular spaces:

**Cortelyou Commons:** This template allows you to request the main hall, the largest room in the Commons.

**LPSC/Munroe/ Lounges:** This template allows you to reserve space in the Lincoln Park Student Center, Munroe Hall [Rooms 114-116], and the evening lounges [Brownstones Annex and Inner Dining Room].

**Quad and St. Vincent Circle:** This template allows you to reserve outdoor space – the Quad, St. Vincent Circle, and the Arts and Letter Patio.

You can click about to learn more about the procedures that accompany each space from the homepage before making a reservation.
Section 3: Browsing for spaces

There is an option to browse available spaces by dates if you do not have a preference for a specific room.

Light spaces mean there is an available room for that time. Purple blocks are for confirmed reservations. If a block says “meeting space NOT available,” the room is not available for reservation for that specific date/time.
Section 4: Requesting a space

Select a date and time for your event.

Search available rooms.

Click on the plus sign to add room for your reservation.

Indicate the number of attendees and the set up type you would like for the room.
Section 5: Add services to your reservation

Step number 2 allows for you to add AV services and specify what you need for your event. Be sure to include everything you need.

Please know that the entering AV needs in the AV notes does not reserve the AV for the room. Please use the AV bundles or individual choices to reserve the necessary AV.

If you have a specific setup in mind, please use the setup note box to describe it.
Section 6: Add details to your reservation

Add remaining details to your event. Please note that we require a detailed description of your event to process the request. Failure to answer the questions fully will delay event processing.
Section 7: How to edit your reservation

After navigating to your event, by clicking on my events and then the event name you will arrive at this page:

Here you can edit:

**Reservation details**: Update the title of the event and contact person.

**Add services**: Clicking here, you can add additional AV, setup notes, and other services.

**Cancel the reservation**: You can cancel an event up to 3 days, to the minute, on the EMS Web App. After that time frame please email studentcenters@depaul.edu.

**Update setup type**: A drop down of available setup choices you can choose from.

**Update number of people in attendance**: Update the number of people coming to your event.