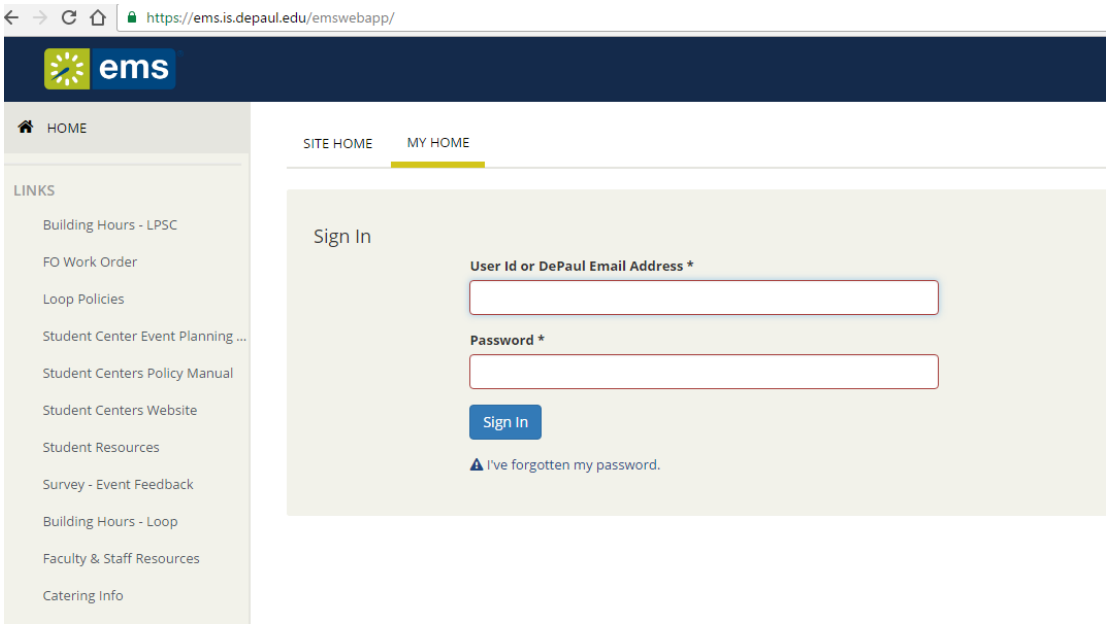
DEPAUL UNIVERSITY
STUDENT CENTERS

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 will account information. The user name and password is not the same as your campus connect account information. Upon reviewing the reference sheet - please email the following details to studentcenters@depaul.edu: First/Last Name; DePaul department or recognized Student Organization; phone number; DePaul email address and preferred email address.



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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:

120AB/ 120A/ 120B/ 314AB: This template allows you to request the rooms in the title. These rooms must be requested at least 10 business days in advance.

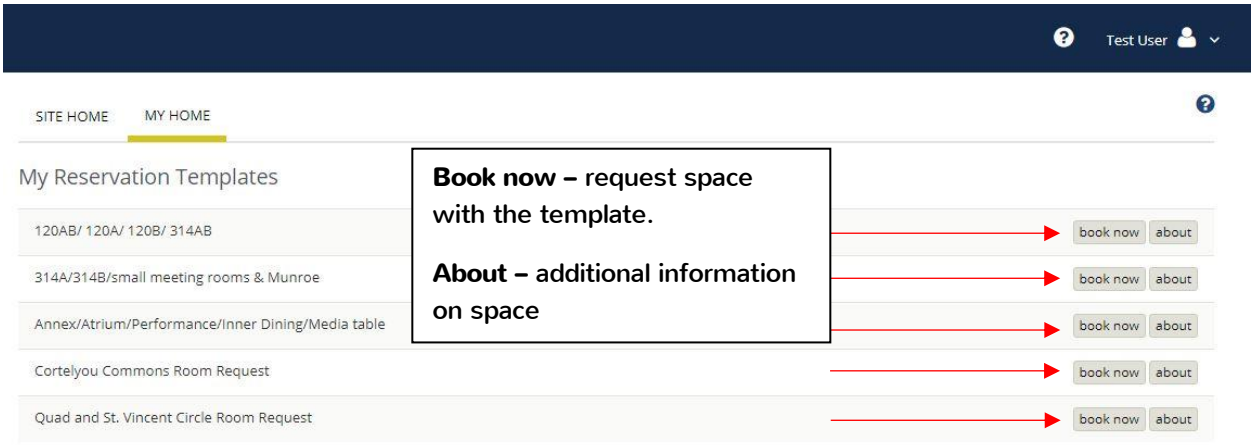
314A/314B/ small meeting rooms and Munroe: This template allows you to request the rooms in the title. These rooms must be requested at least 3 days in advance.

Annex/Atrium/Performance/Inner Dining/Media Table: This template allows you to request the performance spaces in the title. These rooms must be requested at least 3 days in advance.

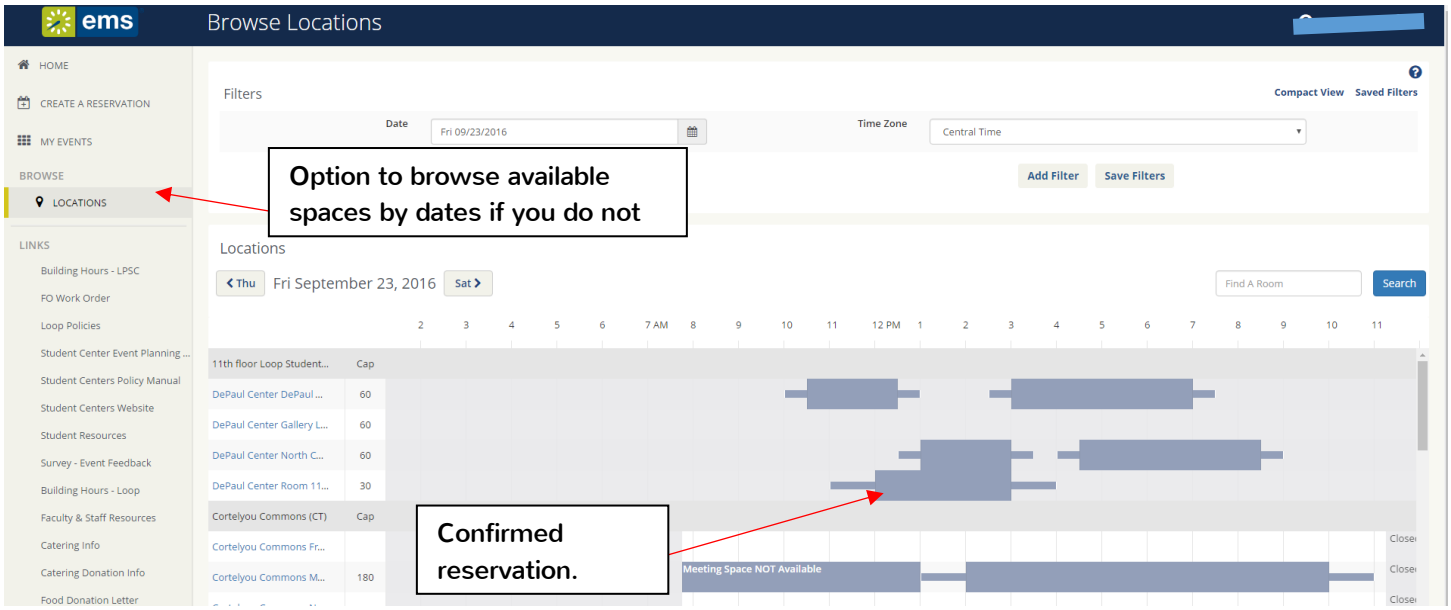
Cortelyou Commons: This template allows you to request the main hall. The south balcony and outdoor terrace is a part of the reservation. Must be reserved 10 business days in advance.

Quad and St. Vincent Circle: This template allows you to reserve outdoor space – the Quad, St. Vincent Circle, and the Arts and Letter Patio. Must be reserved 10 business days in advance.

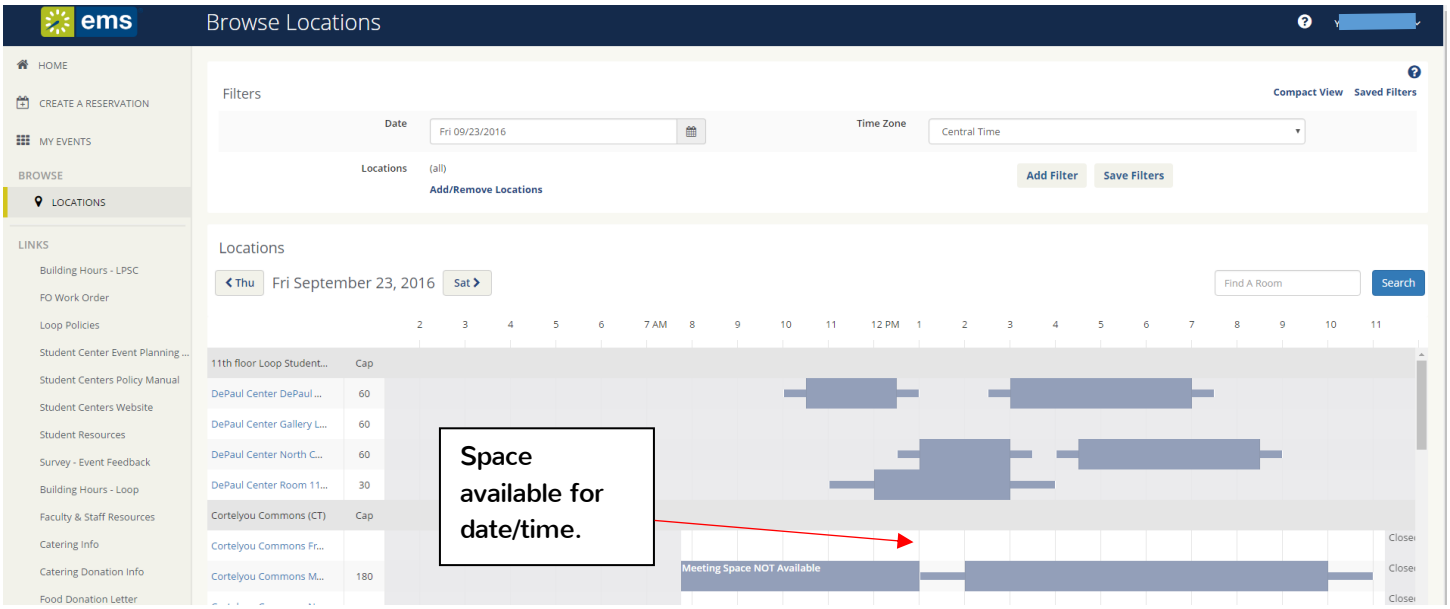
You can click **about** to learn more about the procedures that accompany each space from the homepage before making a reservation.



Section 3: Browsing for spaces



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.



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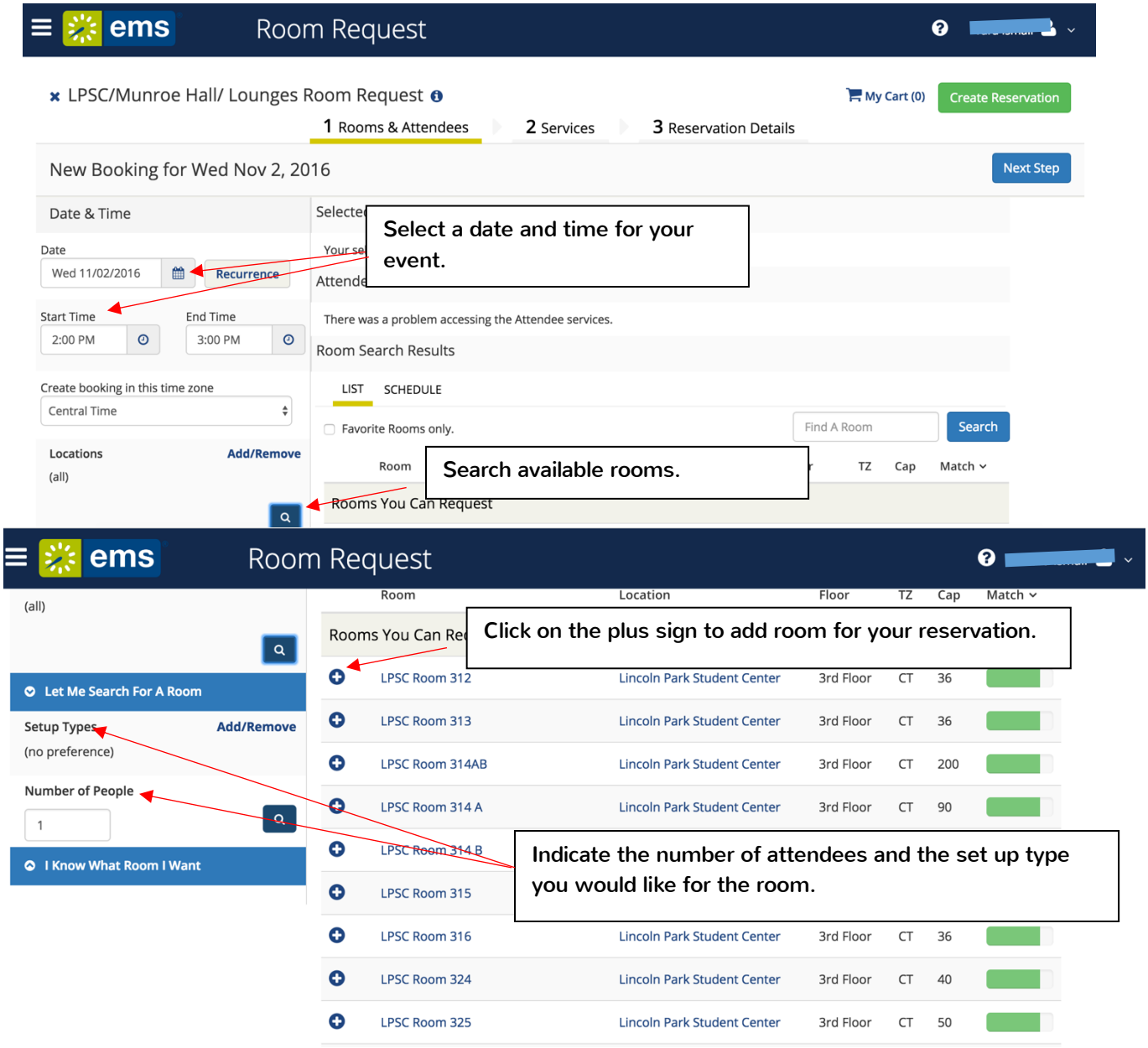
Section 4: Requesting a space



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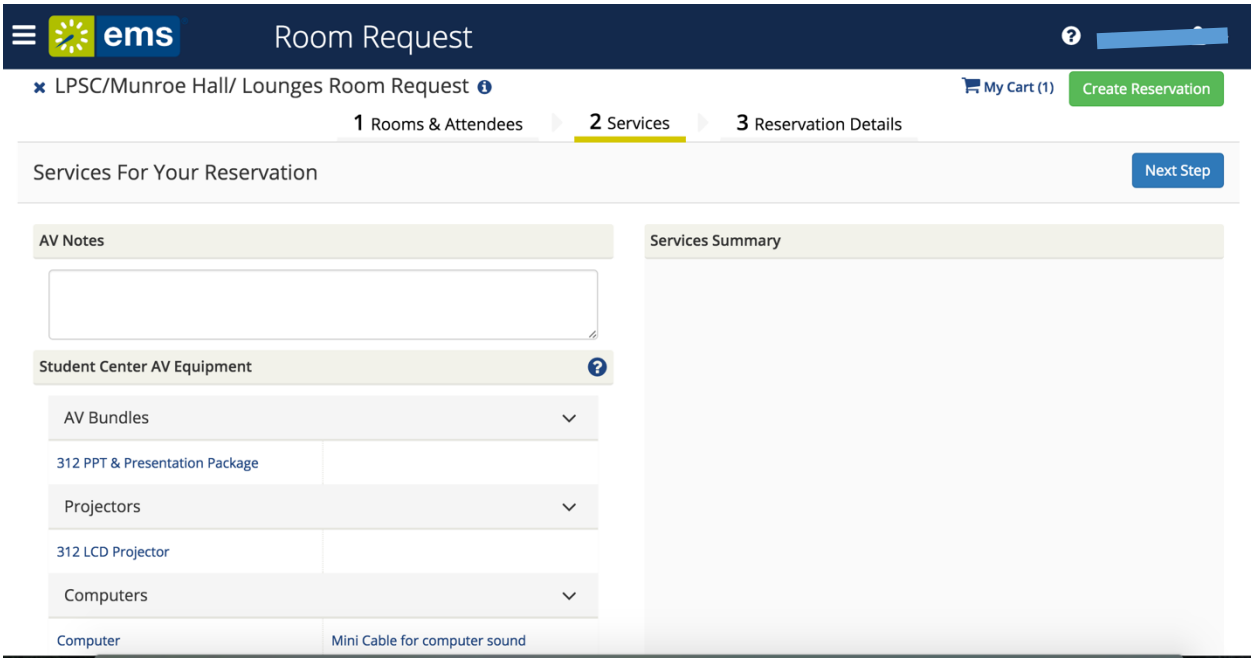
Section 5: Add services to your reservation



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.

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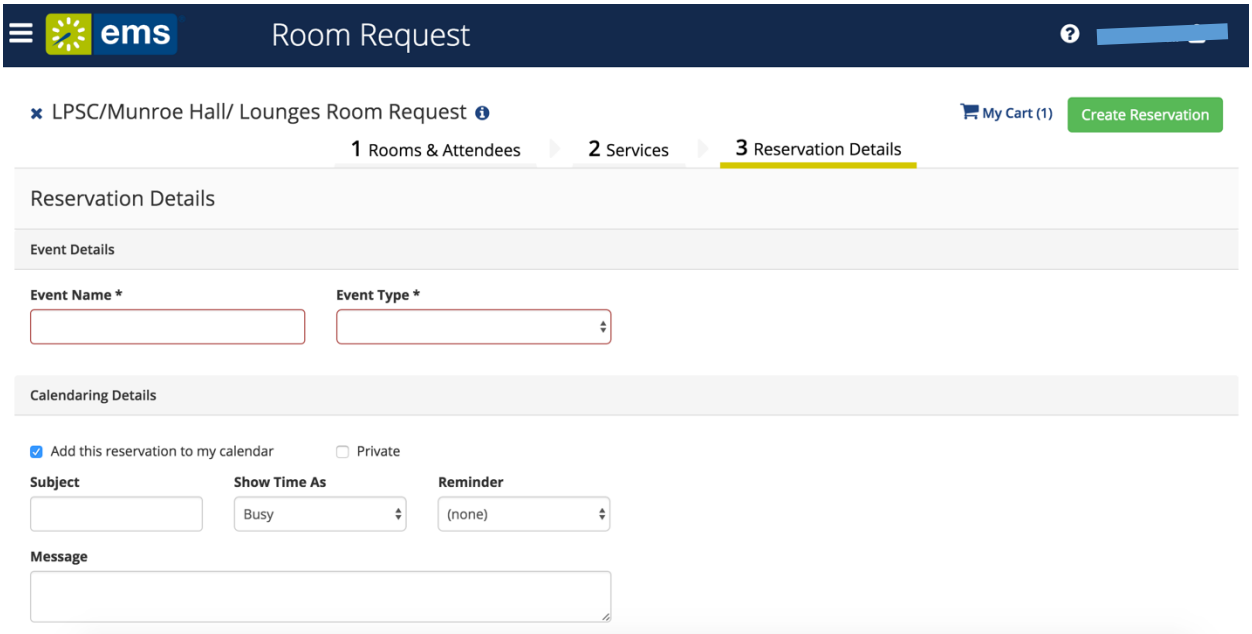
Section 6: Add details to your reservation



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.

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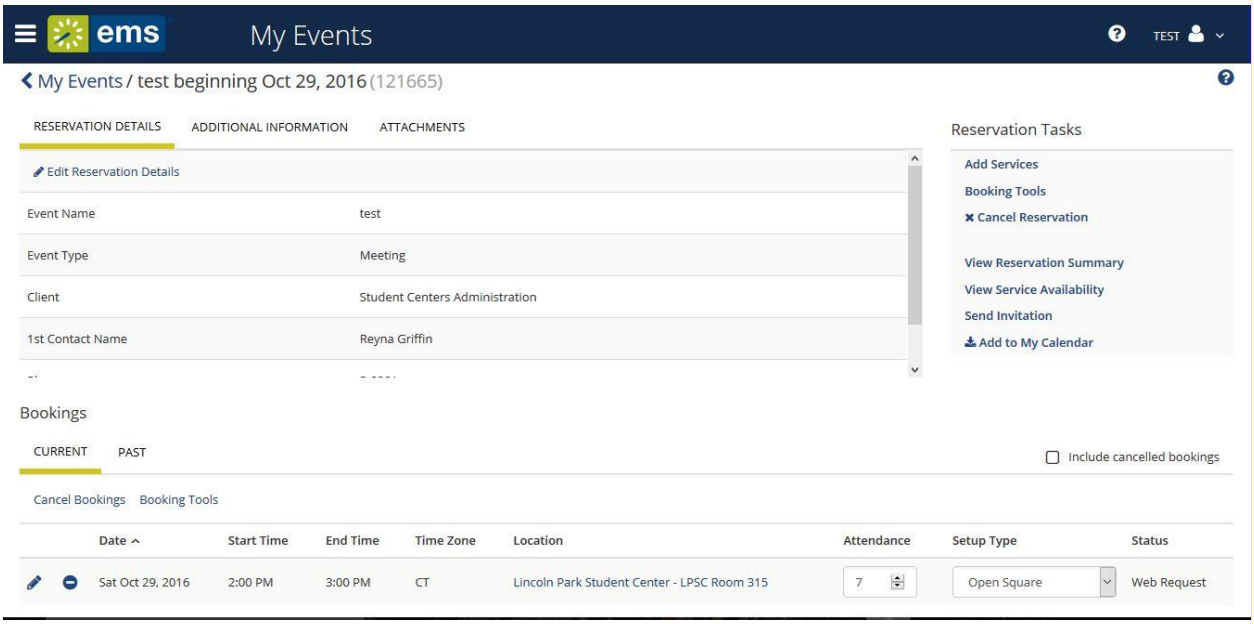
Section 7: How to edit your reservation

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.

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Section 8: Request an EMS Web App web user account

You have successfully reviewed the EMS Web App reference sheet.

Please email the following details to studentcenters@depaul.edu: First/Last Name; DePaul department or recognized Student Organization; phone number; DePaul email address and preferred email address.

New accounts can take up to two business days to process.