



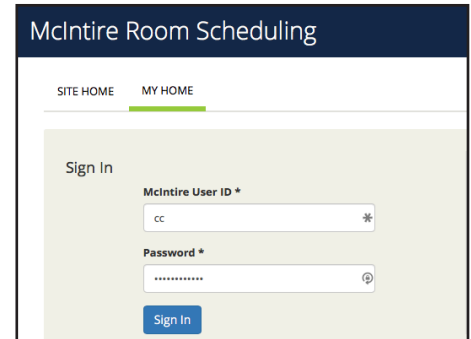
# McINTIRE SCHOOL of COMMERCE

McIntire Help Desk  
(434) 924-7988, RRH 219  
[helpdesk@comm.virginia.edu](mailto:helpdesk@comm.virginia.edu)

# EMS Access: Student Orgs

## To book a space using EMS Web Access ([commerce.virginia.edu/ems](https://commerce.virginia.edu/ems)):

1. Open a browser and go to [commerce.virginia.edu/ems](https://commerce.virginia.edu/ems)
2. Log in with your student org username and password.
3. Click **Book Now** next to the appropriate template to get started:  
*Request Classroom Space:* Requests for academic space  
*Request Public Spaces:* Art Gallery, Terrace, Courtyard, etc.  
*Schedule Student Club Space:* Conference Rooms 138 and 140  
*UG Study Space:* Group Study Rooms
4. In step 1, you will enter the time/date of your meeting, enter any attendees, select a room, and click Next Step. See screenshot below:





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5. In step 2, you will set the name of the meeting and create the reservation. See screenshot at right.

### Notes when booking classrooms and public spaces:

1. When booking these spaces, you will be asked for a contact phone number and additional information about the event. See the example screenshot below:

**1st Contact Phone \***

**1st Contact Email Address \***

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**Additional Information**

**Is there an employee/corporate representative attending the event? \***

**Will there be McIntire alumni present at the event? \***

**Do you want this event to appear on the McIntire Internal Master Calendar? \***

**Do you want this event to appear on the McIntire Public Web Calendar? \***

**Reservation Details**

**Event Details**

**Event Name \***  **Event Type \***

**1 Name your event.**

**Calendaring Details**

*"Calendaring Details" section is not used, and can be skipped.*

Add to Calendar/Send Invitations  Private

**Subject**  **Show Time As**  **Reminder**

**Host Details**

**Host \***

**1st Contact**

**2 The "Host" and "1st Contact" fields will automatically fill in with the appropriate organization's account.**

**When finished, click Create Reservation. 3**

2. Classroom and public space reservations are **REQUESTS**; they are not confirmed until McIntire staff have reviewed and approved each request. To see the status of your requests, click "My Events" at the left side of the EMS web interface. The "Status" column at far right will show one of three options:

- Hold** *The event has not yet been reviewed*
- Confirmed** *The request was approved*
- Cancelled** *The request was denied*

First/Last Booking ^	Location	Host	Servi...	ID	Status
Mon Aug 20, 2018/ Mon Aug 20, 2018 (single booking)	Rouss Robertson Halls - RRH Classroom 221	Orga...		1191	Hold

### Deleting/editing existing reservations from the web:

- In "My Events," click on the name of any event to bring up its details.
- At the bottom of the page, all room reservations for that event will be listed under "Bookings."
- To **DELETE** a reservation, just click the delete button next to the reservation entry, and confirm when prompted.
- To **EDIT** the time, date, room, or other details of the reservation, click the edit button next to the entry. Make your changes, and click "Update Booking(s)."

**Bookings**

CURRENT PAST

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**edit delete**

Date ^ Start Time

Wed May 23, 2018 12:30 PM



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## Using the mobile app to make a reservation:



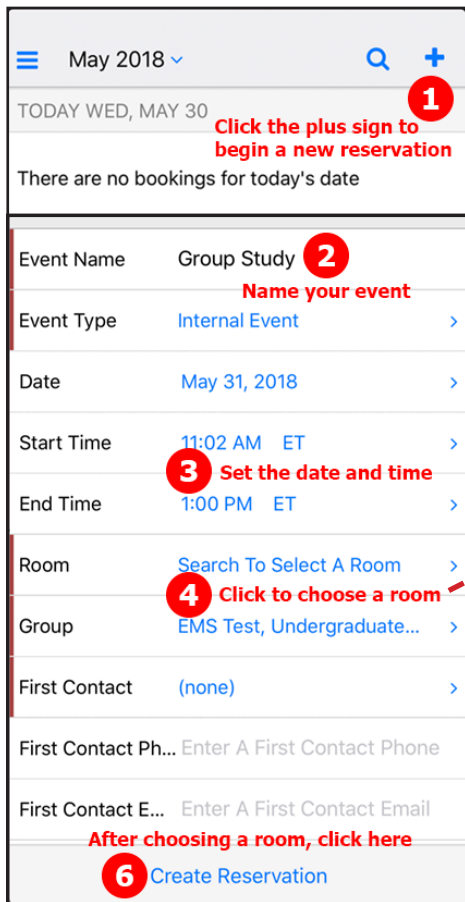
Download "EMS Mobile" from the iOS App Store or Google Play Store.  
The first time you run it, enter the address as shown:  
**<https://mcintire.emscloudservice.com/platform>**  
Log in with your McIntire username/password and follow these steps to make a reservation:



**EMS Server URL**

<https://mcintire.emscloudservice.com/platform>

Connect



May 2018

TODAY WED, MAY 30

1 **Click the plus sign to begin a new reservation**

There are no bookings for today's date

Event Name: Group Study **2 Name your event**

Event Type: Internal Event

Date: May 31, 2018

Start Time: 11:02 AM ET **3 Set the date and time**

End Time: 1:00 PM ET

Room: Search To Select A Room **4 Click to choose a room**

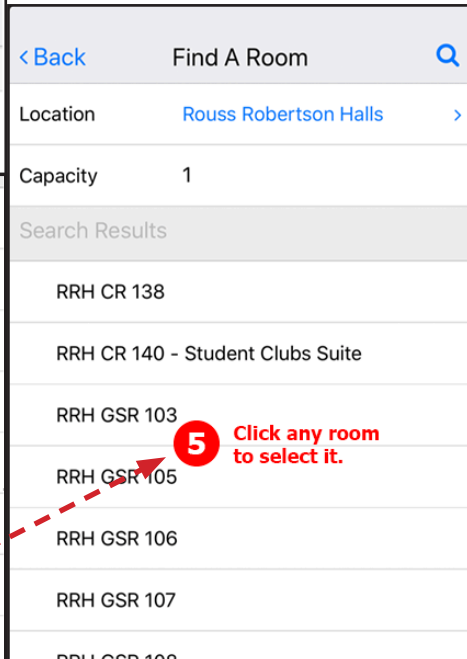
Group: EMS Test, Undergraduate...

First Contact: (none)

First Contact Ph... Enter A First Contact Phone

First Contact E... Enter A First Contact Email

**6** **After choosing a room, click here**  
Create Reservation



< Back Find A Room

Location: Rouss Robertson Halls

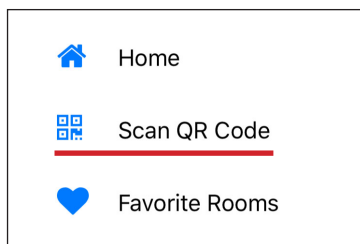
Capacity: 1

Search Results

- RRH CR 138
- RRH CR 140 - Student Clubs Suite
- RRH GSR 103
- RRH GSR 105 **5 Click any room to select it.**
- RRH GSR 106
- RRH GSR 107
- RRH GSR 108

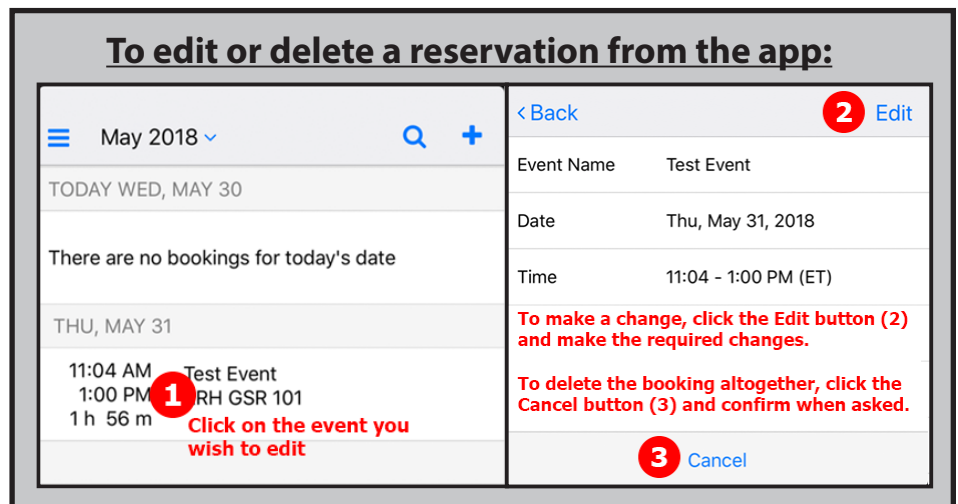
**Using a QR code:**

Every Group Study Room and student conference room has a unique QR posted. You can use the "Scan QR Code" option in the EMS app menu to directly and **immediately** book that room from its code.



- Home
- Scan QR Code**
- Favorite Rooms

**To edit or delete a reservation from the app:**



May 2018

TODAY WED, MAY 30

There are no bookings for today's date

THU, MAY 31

11:04 AM - 1:00 PM **1** Test Event  
RRH GSR 101  
1 h 56 m **Click on the event you wish to edit**

< Back **2** Edit

Event Name: Test Event

Date: Thu, May 31, 2018

Time: 11:04 - 1:00 PM (ET)

**To make a change, click the Edit button (2) and make the required changes.**

**To delete the booking altogether, click the Cancel button (3) and confirm when asked.**

**3** Cancel