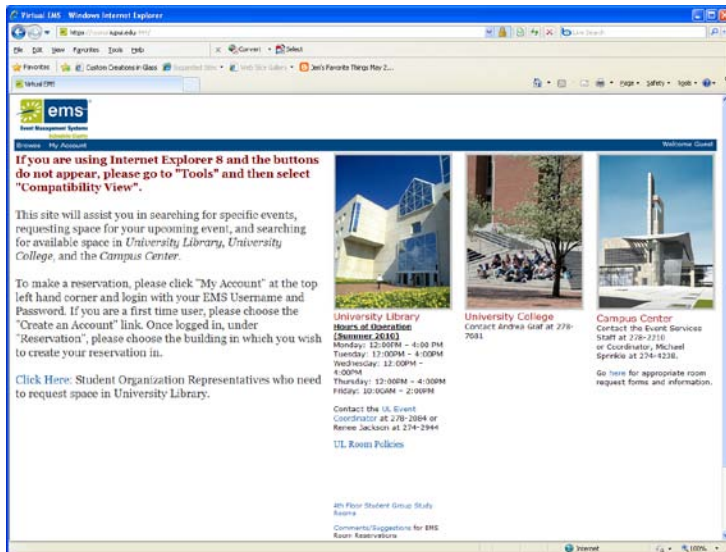
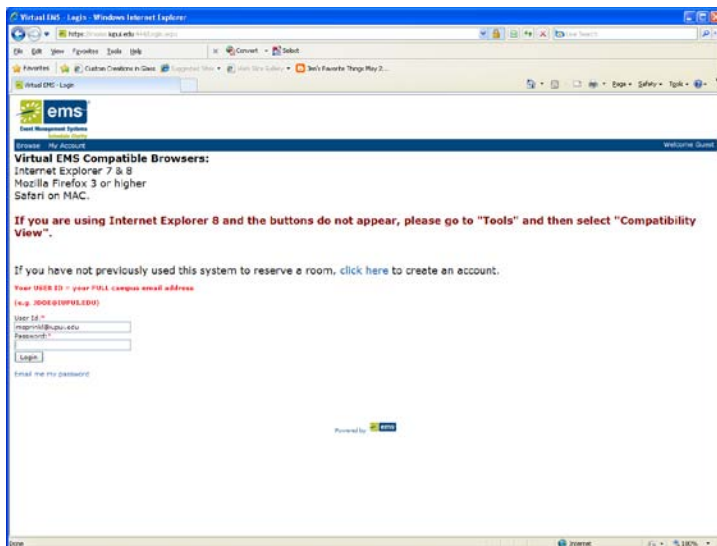


Directions for reserving rooms through EMS Online:

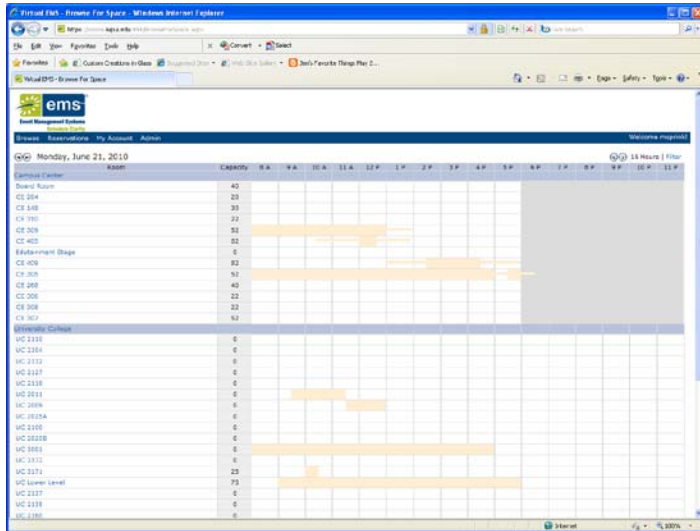
Step 1: Go to rooms.iupui.edu.



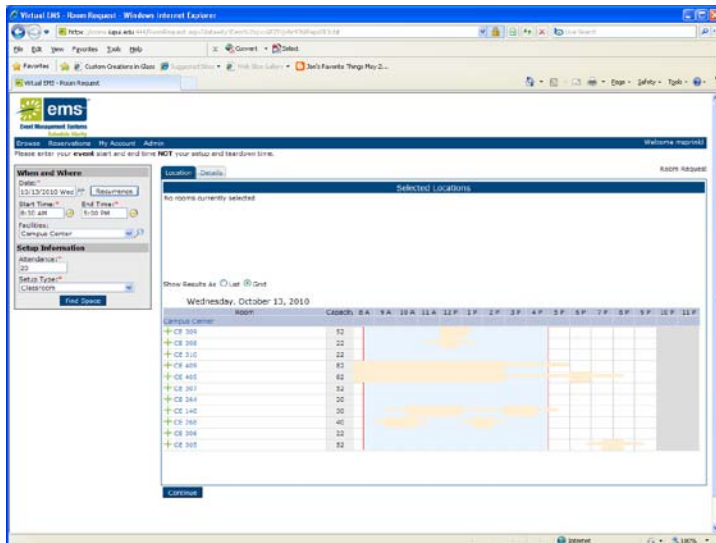
Step 2: Go to the “My Account” tab in the upper left corner. You have two options here. You can login if you have an account already or you can create an account. If you never created an account, please create an account. When creating an account, make sure you use a password you will remember. If you have an account, please select ‘Login’ and enter using your User Id and Password.



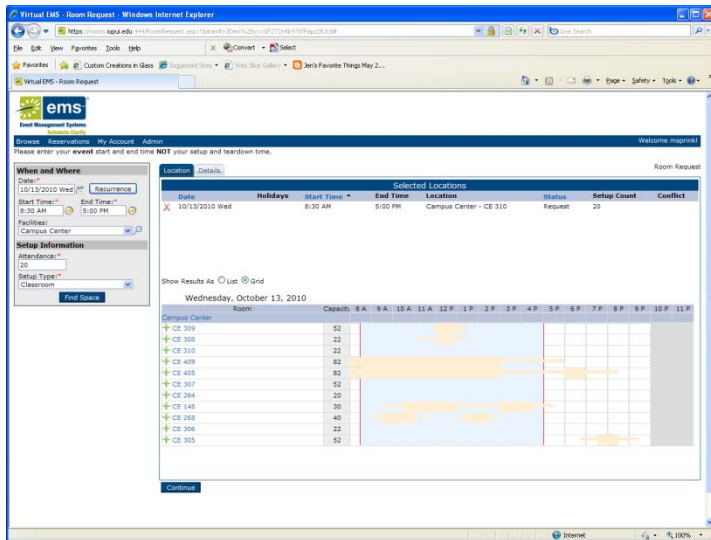
Step 3: Once you have logged in, you have the availability to search for space. You can browse for space using the “Browse” tab which will show you space availability in the Campus Center, University College, and University Library.



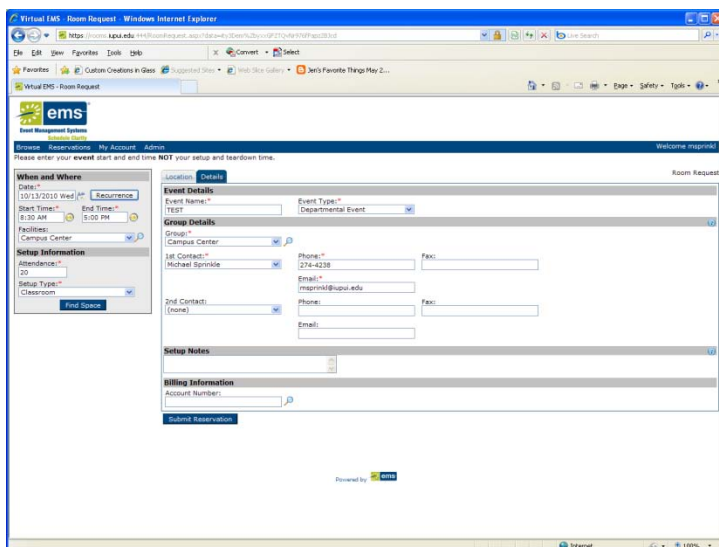
Step 4: To make a reservation, run the mouse over the “Reservations” tab found along the tab bar. Once you click the reservations tab, click “Room Request.” That will then direct you to a new screen where you can input your information. Under the When and Where section, there will be places for you to input information required to search for space. The required information is denoted by a red asterisk. Once you have put in all the required information, click “Find Space” tab. EMS will then pull all rooms available based on the information you have provided.



Step 5: Once you can see the rooms available that meet your criteria, then you need to select one. Available rooms will be shown available in light blue. If the room is not available, it will blocks of light tan. You will want to select the rooms that meet your complete time requirements. When you have your room, please click the green plus sign to add it to your rooms list. After the room has been accepted, it will appear above the list of available rooms.

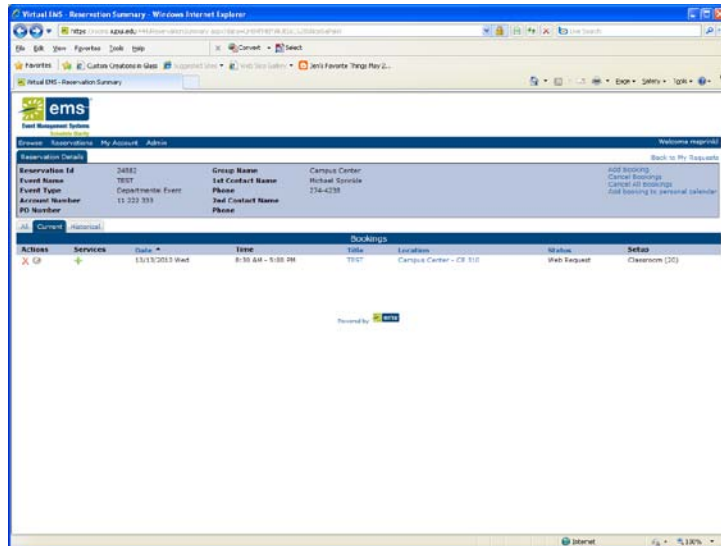


Step 6: When you have selected the room, please click the “Details” tab. There you need to fill out the appropriate information. Under Event Type, the Campus Center only uses ‘Department Event’ and ‘Student Organization Event’ as designations for events. If it is a ‘Department Event,’ please provide a billing account number for your event. Once all information has been submitted, click the “Submit Reservation” tab.



Step 7: Once the event has submitted, you will be directed to another screen which will give you an overview of your reservation/s made. If you have any special requests, you can click green plus sign to add any special set-up notes or any equipment you might need for your event.

If you have more than one date or need multiple rooms, then you can click the 'Add Booking' link in the upper right hand corner to add more dates or rooms to that reservation.



Step 8: Logout of the system.

Once the reservation request has been made, it will then be put into the system as 'tentative' pending approval from the Campus Center Event Services. Once your event has been given approval, you will receive a confirmation from Campus Center Event Services confirming your reservations. If for some reason, you need to cancel your reservation; change your reservation; or add any details to your reservation, you may do so by editing your account.

Things to Remember:

- You cannot make a reservation more than 6 months out through Virtual EMS. If it is beyond 6 months, then please complete a Room Request Form.
- It could take up to 5 days to approve your account.
- Even though you have made the reservation online, it is not official until you get a confirmation confirming your event.