

Virtual EMS Lite Room Reservation—Basic Instructions

Logging in to Virtual EMS Lite

1. Open your web browser and go to: <http://ems.law.uiowa.edu/>
2. Go to the **My Account** menu and click **Log In**
3. Enter your University of Iowa **email address**, generally first-last@uiowa.edu
4. Enter your **password** then click **Login**
(by default this password is set to 1234 unless you have changed it)

Filling out a room request

1. Go to the **Reservations** menu and click on **Room Request**
2. Select the **Date, Start Time** and **End Time** for your request
3. Select the **Recurrence**, if any
4. Enter an **Attendance** number, must be at least 1
5. Click on the **Find Space** button
6. Click on the **Green Plus Sign** next to you room you would like to reserve
 - a. You can click multiple plus signs to add multiple rooms
7. Click on the **Details** tab at the top
8. Enter the **Event Name, Event Type, Group, Name, Phone, and Email**
 - a. Please be specific for Event Name (Building Committee Mtg. vs. just "Meeting")
 - b. For **Group**, select from the drop down list. If you need a group you don't see on your list, please contact the IT Dept (335-9124)
9. Click on the **Submit Reservation** button to continue your reservation
10. You will see a summary of your request after it is submitted.

****NOTE: *This form is used merely to request the room. The Dean's Suite secretaries will receive and process your request. Based on availability and other activities in the Law School your request may have to be changed (i.e. moved to another room). You will receive a confirmation email once the room has been reserved.***

Browsing for Space

1. Go to the **Browse** menu and click **Browse for Space**
2. You will see a listing of all of the law school rooms and bars indicate when the room is "booked"
3. Hovering your mouse cursor over a block of time will give you details on a specific event.
4. You can use the arrow buttons at the top to scroll through the next and previous days or enter a specific date by click on the **Filter** link