

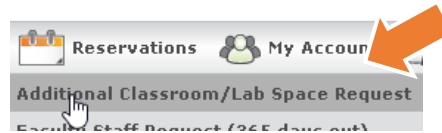
EMS Space Request – Additional Classroom/Lab Space Request

*Course Related Space or Librarian Instruction

Step 1: Select Login under My Account in the above menu. Use your Monmouth University credentials to login.

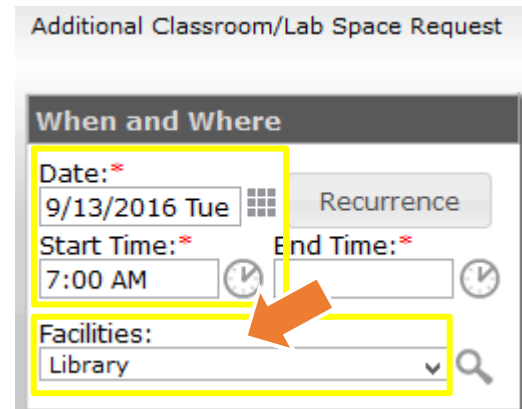


Step 2: Use Template: **Additional Classroom/Lab Space Request**

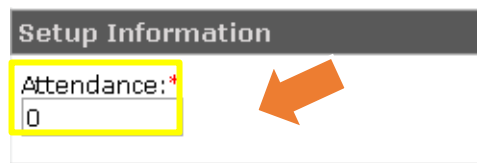


Step 3: In the When and Where (left) pane of the page:

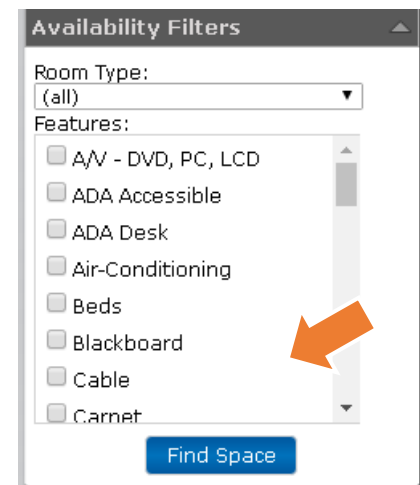
- a) Enter your date and time criteria
- b) On the Facilities dropdown list, select (all) buildings, or select a specific building



Step 4: In the Setup Information section, enter your attendance.



Step 5: Optionally you can apply filters to locate any specific features you may require for the space. Click Find Space.



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Step 6: To choose a space click the green (+) plus sign to select the room

Room	Cap	6	7	8	9	10
Library						
+ LIBR 033 PC Lab	32					
+ LIBR 206 Classroom	25					
+ SR 1 Conf Room	14					
+ SR2 Conf Room	14					
+ SR3 Conf Room	12					

Step 7: To review a space located, use the tab Details



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Step 8: You must enter, Event Name, Event Type, any other required fields

- a. Event Name – what will be displayed on the web
- b. Client Details
 - i. Client = your department
 - ii. 1st Contact = your name
- c. Other Information
 - i. Will there be more than 10 Non-University attendees?
 - ii. Subject
 - iii. Course Number
 - iv. Section
 - v. Current Classroom Location
 - vi. Comments

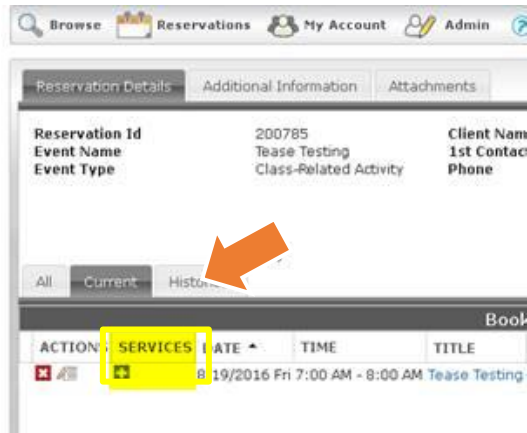
Step 9: Select Submit.

Event Details	
Event Name:*	Event Type:*
<input type="text"/>	<input type="text"/>
Client Details	
Client:*	
<input type="text"/>	
1st Contact:*	
<input type="text"/>	
Phone:*	Fax:
<input type="text"/>	<input type="text"/>
Email:*	
<input type="text"/>	
Other Information	
Will there be more than 10 Non-University attendees?:*	
<input type="text"/>	
Subject:*	
<input type="text"/>	
Course Number:*	
<input type="text"/>	
Section:*	
<input type="text"/>	
Current Classroom Location:*	
<input type="text"/>	
Comments:*	
<input type="text"/>	
<input type="button" value="Submit"/>	

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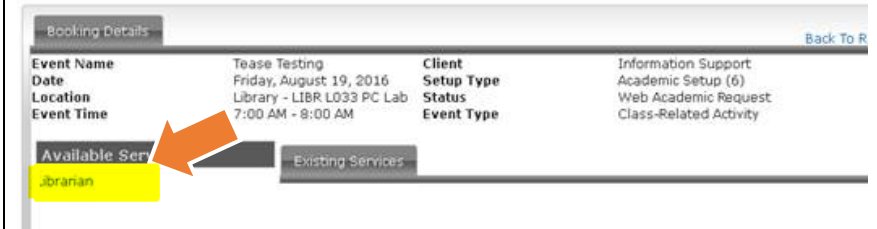
Step 10: If the Library Lab was requested and need a Librarian add a Service.

Once you have Submitted the request click the green (+) plus sign under Services from the Current Tab.



The screenshot shows the 'Reservation Details' tab in the EMS system. The reservation ID is 200785, the event name is 'Tease Testing', and the event type is 'Class-Related Activity'. Below the details is a navigation bar with 'All', 'Current', and 'History' tabs. An orange arrow points to the 'Current' tab. Below the tabs is a table with columns for 'ACTION', 'SERVICES', 'DATE', 'TIME', and 'TITLE'. The 'SERVICES' column is highlighted in yellow, and an orange arrow points to a green plus sign icon in the first row of the table.

Step 11: Click the hyperlink Librarian.



The screenshot shows the 'Booking Details' tab in the EMS system. The event name is 'Tease Testing', the date is 'Friday, August 19, 2016', the location is 'Library - LIBR L033 PC Lab', and the event time is '7:00 AM - 8:00 AM'. Below the details is a table with columns for 'Event Name', 'Date', 'Location', 'Event Time', 'Client', 'Setup Type', 'Status', and 'Event Type'. Below the table are two tabs: 'Available Services' and 'Existing Services'. The 'Available Services' tab is highlighted in yellow, and an orange arrow points to the 'Librarian' service listed under it.

Step 12: Choose the quantity and any special instruction you need to relay to the library for your request.



The screenshot shows the 'Librarian' service selection screen. The title is 'Librarian' and the quantity is '(none)'. Below the title is a table with a single row for 'Librarian' with a quantity of '1'. The 'Special Instructions' field is highlighted in yellow and contains the text 'You can add any information you want in this space'. Below the table are 'Save' and 'Cancel' buttons. An orange arrow points to the 'Librarian' service name.