EMS Space Request – Study Space Request

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

Step 2: Use Form:

Student Study Session Form

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**
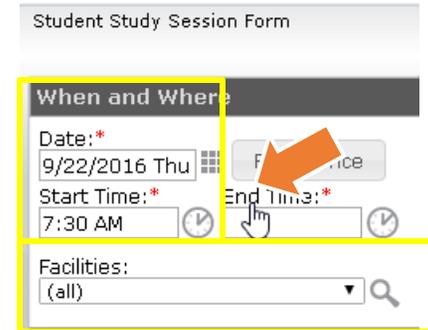
Step 4:   In the Setup Information section, enter your attendance.
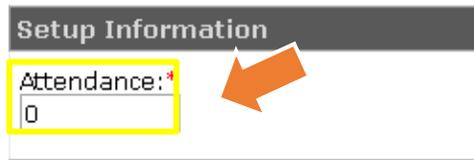
Step 5:   Optionally you can apply filters to locate any specific features you may reqre for the space. Click Find Space.
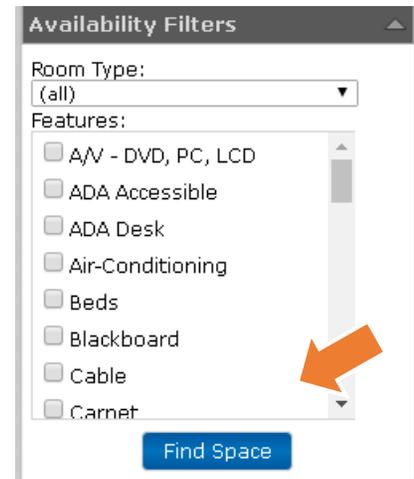
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Step 6: To choose a space click the green (+) plus sign to select the room	Step 7: Use the Details Tab to add Event Details. Select Study Session for Event Type.

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

        a. **Event Name – what will be displayed on the web**
        b. **Event Type – Select Study Session**
        c. **Client Details**
            i. **Client = your name**
           ii. **1st Contact = your name**
           iii. **Phone**

Step 9: Select Submit.