Computer Lab Reservations using EMS

Overview

This documentation guides you through using Virtual EMS to make computer lab reservations.

Instructions

Using Virtual EMS for Computer Lab Requests

Lab reservations must be made at least 3 business days in advance. EMS will decline any reservations inside the 3-day window.

1. Browse to Virtual EMS (hereafter referenced as VEMS).
2. In the top menu bar, click My Account, and then Log In.
3. Enter your TTU domain (email) credentials. (Note that only the username is required. You need not enter your full email address with @tntech.edu.)
4. Click Login.
5. In the top menu bar, click **Reservations**. Now that you are logged in to VEMS, the options here have changed from the options available to **Guests**. Select **Faculty/Staff**.

The Tennessee Tech Event Management System offers a comprehensive listing of TTU’s campus spaces.

6. You are now presented with the tools you’ll need to enter a reservation. You will see:

   a. **When and Where** (left) – here you may enter the **Date**, **Time**, and **Recurrence** (if applicable) of your event and select the **Facility** and **TimeZone**.

   b. **Setup Information** (left) – enter the expected number of **Attendees**, and select the **SetupType**.

   c. In the center of the page is the **Info** tab, which gives detailed information about the Approval process for spaces requested as well as other reservation details to consider.

7. Enter the necessary information in the required fields (marked by a red asterisk *). If you are browsing for space in CLEM 313 or JOHN 214, select **ComputerLab** from the available options under **SetupType**. Click **FindSpace**.
8. The page will bring focus to the **Location** tab, listing all rooms that meet your specifications. When reserving Computer Lab space in JOHN, you should see JOHN 214A, JOHN 214B, and JOHN 214C listed. If reserving Computer Lab space in CLEM, you should see CLEM 313A and CLEM 313B listed.

9. Click the **plus symbol** beside each room that you require.

10. Your room selections will now be displayed at the top of the **Location** tab, under **SelectedLocations**.

11. Mark the checkbox beside “I have read and agree to the terms and conditions View”.

12. Click **Continue**.

13. The page will bring to focus the final tab: **Details**. Enter the necessary information in the required fields (marked by a red asterisk *).

14. If the event requires **Audio/Visual Equipment**, make the appropriate selections.

15. If the event requires cleanup provided by **Service Solutions Corporation (SSC)**, make the appropriate selections.

16. If the event requires ITS personnel to be on hand or to provide special setup considerations, email your ITS representative.

17. Mark the checkbox beside “I have read and agree to the terms and conditions View”.

18. Click **Submit**.

19. Your space request will remain in a status of **Requested** until approved by the appropriate authority. Once approved, the request will gain a status of **Confirmed-Internal** and you will receive an email confirmation.

If you have questions or concerns not addressed by this article, please contact Joshua Knight, IT Service Desk Manager.

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