Submitting an Event or Meeting Request through the Virtual EMS Classroom and Events Request Form:

1. First, navigate to http://www.stevens.edu/virtualems using the browser of your choice.
   
   A) From the MY HOME page, you will sign in.
   B) In the User ID field, enter your Stevens username. In the Password field, enter your Stevens password.
   C) Click on the “Sign In” button

2. Once logged in, you will see a listing under “My Reservation Templates.” Next to **Space Booking Request**, click on the “book now” button.

3. Next, enter your desired date and time.

If you have rooms saved under your favorites, only those rooms will appear. In order to see all locations available, you must remove “Favorites” from the Locations section.

Under “Let Me Search for a Room,” you must enter in the number of people expected. It defaults at “1” and if this number is not changed, you will not receive an accurate result.
4. If you need to schedule a recurring meeting or event, click the “Recurrence” button. Enter your desired meeting pattern and then click “Apply Recurrence”. Don’t forget to set the range of your recurrence.

5. If requesting a single date you will see the grid below under the “Schedule” view. NOTE: You are not able to select rooms from this view. You must change to the “List” view.
6. Under the “List” view, you are able to select the room or rooms needed for your reservation. Click the plus sign next to the room or rooms that you want to request.

A pop-up window will appear to verify the attendance for the room. Once this has been verified, you can click “Add Room.”
The selected room(s) will then appear at the top under “Selected Rooms”. To unselect a location, simply click the minus sign next to the location you want to remove.

7. If using a recurrence you will see a list of available locations along with the number of dates in the recurrence on which the room is available.
8. Once you have selected your room(s), click on the “Next Step” button in the top right corner. You will then be brought to the “Services” tab. There is nothing to enter in this tab. Please click on the “Next Step” button.

9. You will then be brought to the “Reservations Details” tab to enter the event information. Any field with an asterisk is required in order to submit a request.
10. Once all of the information is completed, then you must check the box next to “I have read and agree to the terms and conditions.” After that, you can press the “Create Reservation” button.

11. Once the reservation is created, you will see the following message confirming your submission.

12. To see your listing of reservations, current or past, select “My Events” from the main sidebar menu while logged in to Virtual EMS.