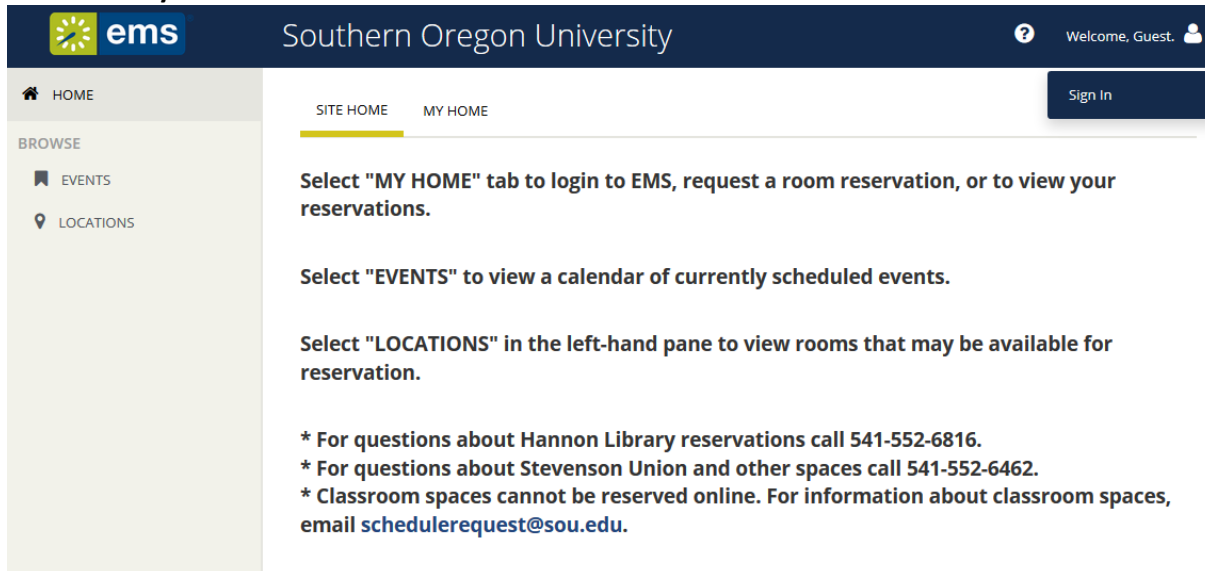


HOW TO REQUEST A ROOM IN EMS USING InsideSOU

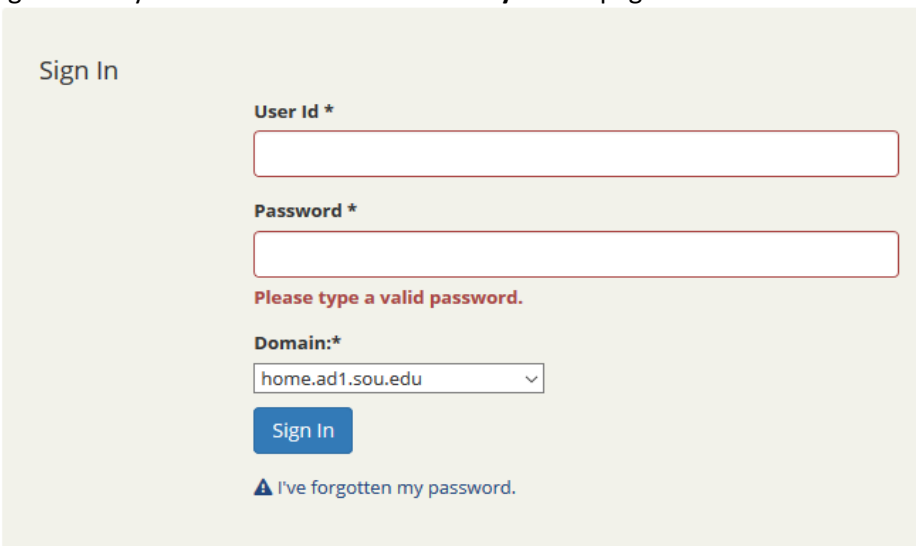
1. Log into InsideSOU>Scroll to the bottom of the page to the **Scheduling** box.
2. In the Scheduling box go to **Event and Meeting Room Reservations (EMS)**.



3. Select the **My Home** tab.



4. Sign in with your SOU credentials on the **My Home** page.

A screenshot of the "Sign In" form. The form is titled "Sign In" and contains the following fields: "User Id *" with a text input field, "Password *" with a text input field, and "Domain:*" with a dropdown menu showing "home.ad1.sou.edu". Below the password field is a red error message: "Please type a valid password." At the bottom of the form is a blue "Sign In" button and a link with a triangle icon: "I've forgotten my password."

5. From **SITE HOME** landing page, go to **Create a Reservation** in the left-hand pane.

The screenshot shows the EMS Southern Oregon University landing page. The top navigation bar includes the EMS logo, the university name, and a user profile for 'Adams, Karen E'. The left-hand navigation pane is active, with 'CREATE A RESERVATION' selected. The main content area contains the following instructions:

- Select "LOCATIONS" in the left-hand pane to view rooms that may be available for reservation.
- Select "CREATE A RESERVATION" in the left-hand pane to request a new reservation.
- Select "EVENTS" for a calendar view of events for rooms which may be booked online via EMS.

Additional information provided:

- * For questions about Hannon Library reservations call 541-552-6816.
- * For questions about Stevenson Union and other spaces call 541-552-6462.
- * Classroom spaces cannot be reserved online. For information about classroom spaces, email schedulerequest@sou.edu.

6. On the next page, your reservation templates will display. Templates determine which building and room (s) you have permission to request. Select **Book Now** for your chosen template.


- The Library Study rooms template is for Hannon Library study rooms.
- The Faculty/Staff template is for Faculty and Staff to request Stevenson Union and Library Rooms.

Note: Classroom spaces cannot be requested online; some rooms may require additional approvals. To request a classroom, review availability (Browse>Locations) and email your request to schedulerequest@sou.edu.

The screenshot shows the EMS Room Request page. The top navigation bar includes the EMS logo, the page title 'Room Request', and a user profile for 'Adams, Karen E'. The left-hand navigation pane is active, with 'CREATE A RESERVATION' selected. The main content area displays 'My Reservation Templates' with two options:

Template Name	Book Now	About
Reserve Library Study Rooms	book now	about
SOU Faculty/Staff	book now	about

- On the **Rooms** page, select the date (s), time (s) and location for which you are making the request. Select **Add/Remove** to specify building locations. **Note:** You may search for a room or enter specific room (s) to request.

- Click the plus sign  next to the room (s) you would like to request and enter number of attendees. Select **Next Step**.
- On the **Services** page, select any services needed and click **Next Step**. **Note:** *Services will vary with room selection.*
- On the **Reservation Details** page enter event information (contact, event description, index code, etc).

- Once complete click **Create Reservation** in the top right corner. Your reservation will be submitted to the appropriate space manager and you will receive a confirmation email once approved.