

How to Request a Room Reservation in EMS Using InsideSOU

Stephen Lanning - 2025-04-07 - Comments (0) - EMS

How to Request a Room in EMS Through Okta

- Log into Okta by [going to this link](#)
- Find **EMS** under my apps or find it under add apps which there is [a tutorial on how to do that here](#)



- Next you shall want to select **My Home**

SITE HOME **MY HOME**

Sign In

User Id *

Password *

Domain:*

home.ad1.sou.edu ▼

Sign In

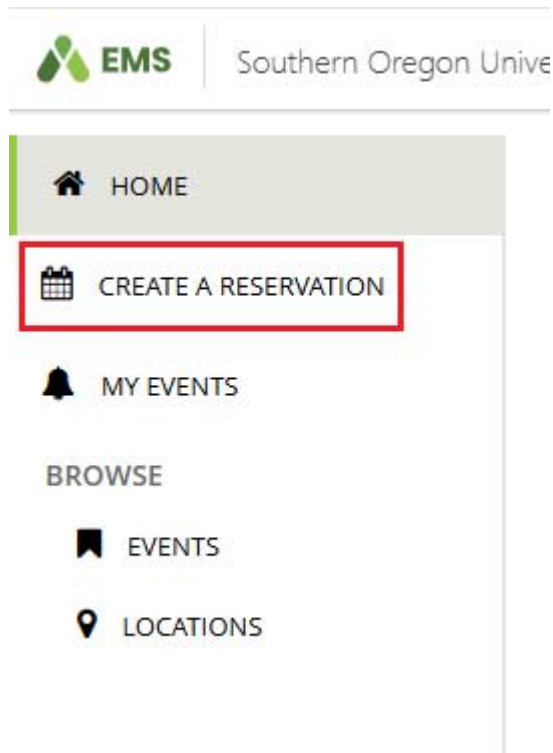
⚠ I've forgotten my password.

- Then you shall want to input your SOU credentials into the fields

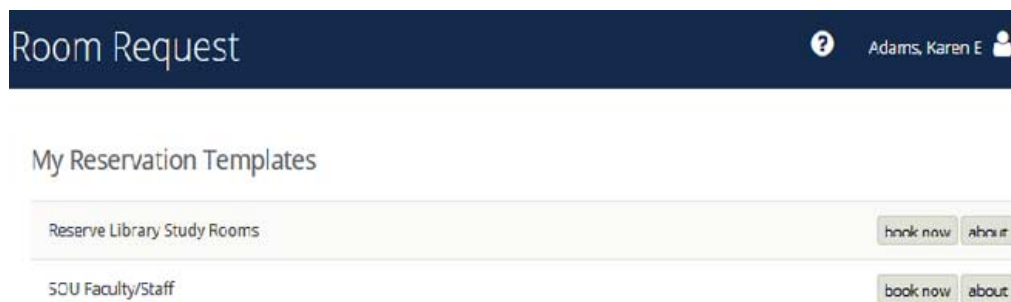
Note


You will want to use your SOU username and not your email.

- Afterwards it should return you to the **Site Home** page, which clicking on **Create a Reservation** shall be the next step



- There shall be a list of **My Reservation Templates** which provide different access to different rooms regardless you shall want to click **book now**



- The next page should be a fairly noisy page but the important things we want to address is
 - The *Date* of the event we want to reserve for
 - The *Time* we want to have the room
 - And finally the *Location* that we want to access
 - You shall want to click the plus sign  to select a room from the list and enter the number of attendees expected for the event

Date

Date
Thu 09/28/2017

Recurrence

Start Time
8:30 AM

End Time
9:30 AM

Create booking in this time zone
Pacific Time

Location

Locations
Stevenson Union

Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Room Name

Specific Room

Find A Room

Search

Selected Rooms SU330 Attendance & Setup Type

Room Search Results

LIST SCHEDULE

Favorite ...

Rooms You Can Request

Stevenson Union (PT)	Cap	7 AM	8	9	10	11	12 PM	1	2	3
Arena	325									
Rogue River Room	754									
Diversions	279									
SU306 Sours Conf...	15									
SU313 Senate Cha...	48									
SU319	72									

- Note
You may also look for a specific room by using the **Find A Room** search.
- We can check over **Services** to see if there is anything to make use of
- Lastly if you click on **Reservation Details** you may fill out information about the event that you are reserving for and then click **Create Reservation** at the top right of the screen
 - Your reservation will be submitted to the appropriate space manager and you will receive a confirmation email once approved.

SOU Faculty/Staff

My Cart (0)

Create Reservation

1 Rooms 2 Services 3 Reservation Details

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *

1st Contact

Additional Information

Please provide an Index Code to which charges can be billed. *

Briefly describe this event *