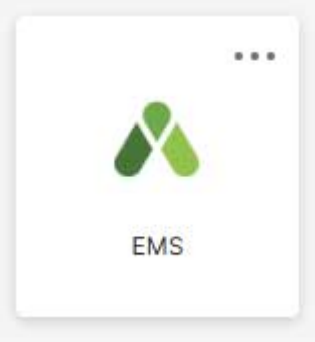
How to Request a Room Reservation in EMS Using InsideSOU

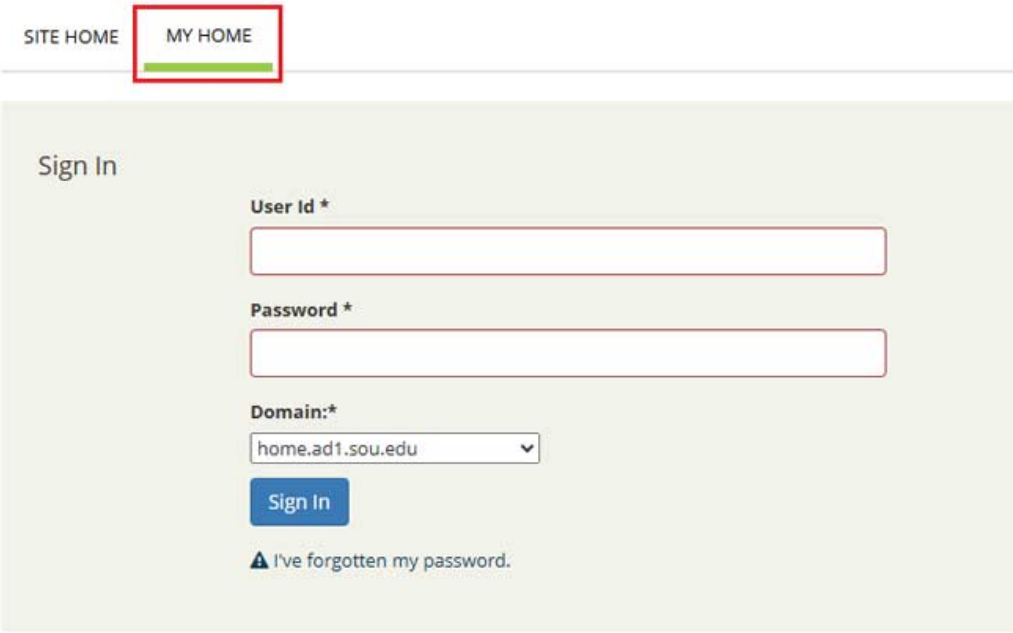
Stephen Lanning - 2025-04-07 - Comments (0) - EMS

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**

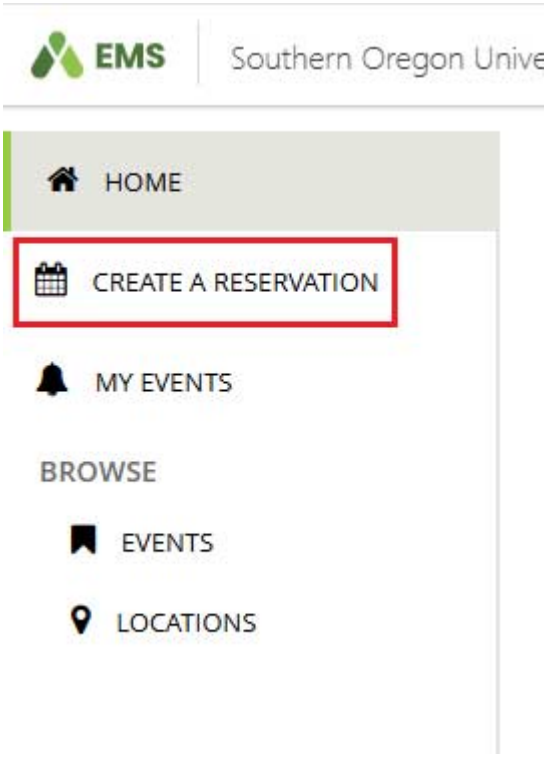


- Then you shall want to input your SOU credentials into the fields

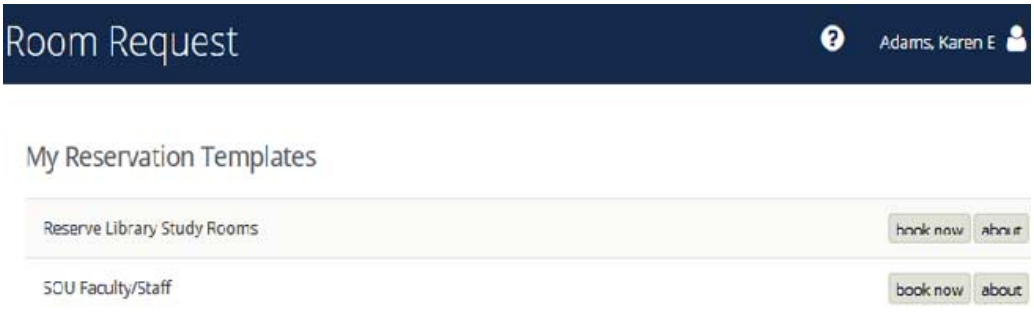
  Note

  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



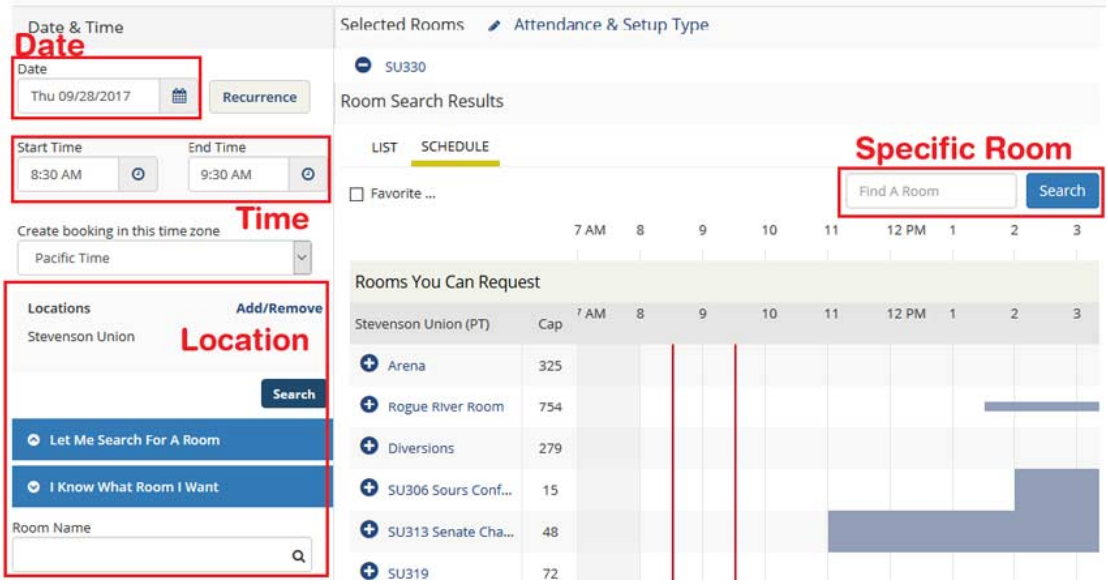
- There shall be a list of **My Reservation Templates** which provide different access to different rooms regardless you shall want to click **book now**



- 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



- 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.

