

Knowledgebase > Application and Online Services Help > EMS > How to Request a Room Reservation in EMS Using InsideSOU

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 <u>a tutorial on</u> <u>how to do that here</u>



Next you shall want to select My Home

SITE HOME MY	НОМЕ
Sign In	
	User Id *
	Password *
	Domain:*
	home.ad1.sou.edu 🗸
	Sign In
	A I've forgotten my password.

 $\circ~$  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

Southern Oregon Univ
希 НОМЕ
CREATE A RESERVATION
MY EVENTS
BROWSE
EVENTS

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

Room Request	<ul> <li>Adams, Kan</li> </ul>	n E 着	
My Reservation Templates			
Reserve Library Study Rooms	hock now	abour	
50U Faculty/Staff	book now	about	

- 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 & Time		Selected Rooms 🥒 A	ttenda	ance &	Setup	Туре						
Date		SU330										
Thu 09/28/2017	urrence	Room Search Results										
Start Time End Time	_	LIST SCHEDULE							Speci	ific	Ro	om
8:30 AM 🧿 9:30 AM	0	Favorite							Find A Roon	n)		Search
Create booking in this time zone	ime			7 AM	8	9	10	11	12 PM	1	2	3
Pacific Time		Rooms You Can Reque	est									
Locations Ac Stevenson Union	id/Remove	Stevenson Union (PT)	Cap	7 AM	8	9	10	11	12 PM	1	2	3
Loota		Arena	325									
	Search	Rogue River Room	754								-	
Let Me Search For A Room		Diversions	279									
Solution State		SU306 Sours Conf	15									
Room Name		SU313 Senate Cha	48									
	۹	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.

x SOU Faculty/Staff 0	1 Rooms 2 Services 3 Reservation Details
Reservation Details	
Event Details	
Event Name *	Event Type *
Group Details	
Group *	Q
100	
Additional Information	i
Please provide an Index Code to which o be billed. *	harges can
Briefly describe this event *	