



VIRTUAL EMS
Online Facility Requesting Website
<http://ems.yosemite.edu/>

To Create a User account:

1. Put your cursor on “My Account” (top left corner) and then click on “create an account”.
2. Fill out the appropriate information for the User info. This request will come to the Facilities/Events Office with a pending status. Once you have been approved, you will then become active to start requesting facilities through the online process. (Please allow 2 days for the approval process).
3. After 2 days you may return to the website, “My Account”, “Log In” and start the requesting process.
4. Once you have been approved, for all future “Log In”, your “User Id” is your email address.
5. If you forget your password and cannot gain access to the system; please contact the Events & Facilities Office (575-6020) and we will reset your password.

To see if a particular Facility is available on the day/time needed:

1. Put your cursor on “Browse” (top left corner) and then click on “browse for space”. The buildings will pop up on the next screen. You can scroll down to the particular building/room you would like to see or you can click on “filter” (upper right corner of screen) and go directly to the building you would like to see.

Process to request facilities:

1. Go to the website; “My Account”, “Log In”. Once the next window pops up put your cursor on “Reservation” and then click on “Room Request”.
2. Please fill out the appropriate boxes under the “Where and When” portion of this screen. Once you have found an appropriate facility and have clicked on that room then go to the “Detail” tab.
3. Fill out the appropriate “Event Details” on this screen. Please request any equipment/services needed for your event. **Please note: Even if you used the filter and requested a “smart classroom” you still need to order the equipment on this details tab for all equipment needed from custodial and media. Please fill out the set up notes – if you have any other information that is needed for this reservation.**
4. Then hit, “Submit Reservation” When the next screen pops up, please read the information at the top of the page.
5. You may at any time go in to check on the status of a request. Go to “Reservations” and click on “Review my request” and you can check to see if your request has been processed.