Create an Account (Students and WebMail users)

1. Go to URL: http://dentems/virtualems/

2. Under the My Account menu select Create An Account

3. In the User Info box, enter the following:
   - Email address
   - Name (first and last)
   - Password and Confirmed Password
   Click the Save button

The User Info box will remain on the screen. Look for a note to appear under the menu bar indicating that “You [sic] account has been successfully saved.” (Purple highlighting added here for emphasis.)
UIC College of Dentistry Room Reservation System
Virtual EMS

Login with NetID (Faculty and Staff only)

If you login to a college computer, or use Outlook Exchange for your UIC email you can access the room reservation system without creating a new account.

1. Go to URL: http://dentems/virtualems/

2. Under the My Account menu select Log In

3. Your User Id is your UIC NetID (the part of your e-mail that comes before “@uic.edu”). DO NOT include “@uic.edu”.
Your Password is your College of Dentistry password. The password you use to access e-mail in Outlook, or login to your COD computer.
UIC College of Dentistry Room Reservation System
Virtual EMS

Reservation Request

1. Under the Reservations toolbar, select Room Request

2. In the When and Where box:
   - Select the Date by clicking on the calendar icon 📅.
   - Select the Start Time and End Time by clicking on the clock icon 🕒.
   - Leave the default setup information. You do not need to enter the Attendance or Setup Type.

3. Click on the Find Space button

4. On the Location tab:
   - check the schedule to see which rooms are available
   - click the green plus sign + to select the available room

5. Click on the Details tab
6. Under Event Details enter the Event Name and select the Event Type from the drop down menu.

7. Under Group Details select the name of the group that will use the space i.e. Class of 2011, IDDP Class of 2010, AAWD, REST, etc.

   If no groups are listed on the dropdown menu or you need to reserve a room for a group that is not listed:
   - Click on the magnifying glass to the right of the dropdown menu to search for the group name.
   - Enter a group name, or partial name into the Group name contains field and click on the magnifying glass to search.
   - Click on the green plus sign to add that group to the list of groups that will appear in your dropdown menu. Close this window when you have finished adding groups to your list.

8. Under Group Details include your Name, Phone and Email.

9. Click on the Submit Reservation button. Your request has been submitted. You will receive an email confirmation of your reservation within two working days.