

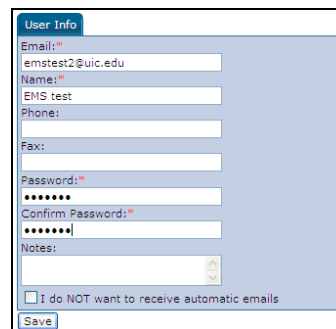
UIC College of Dentistry Room Reservation System Virtual EMS

Create an Account (Students and WebMail users)

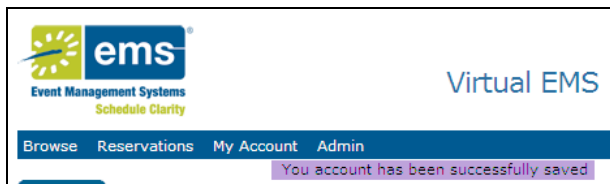
1. Go to URL: <http://dentems/virtualems/>
2. Under the **My Account** menu select **Create An Account**



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

A screenshot of the 'User Info' form. The form has a title bar 'User Info'. It contains several input fields: 'Email:' with the value 'emstest2@uic.edu', 'Name:' with the value 'EMS test', 'Phone:', 'Fax:', 'Password:' with masked characters '*****', 'Confirm Password:' with masked characters '*****', and 'Notes:'. At the bottom, there is a checkbox labeled 'I do NOT want to receive automatic emails' and a '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.)

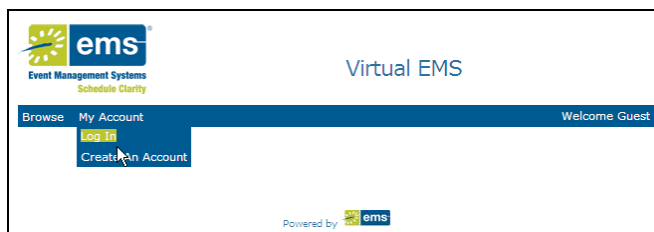


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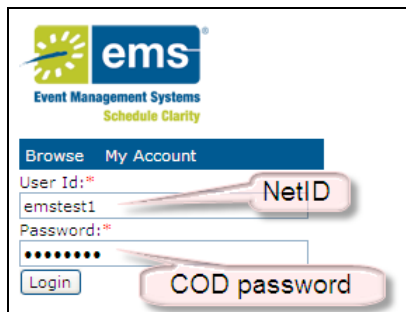
Login with NetID (Faculty and Staff only)

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.



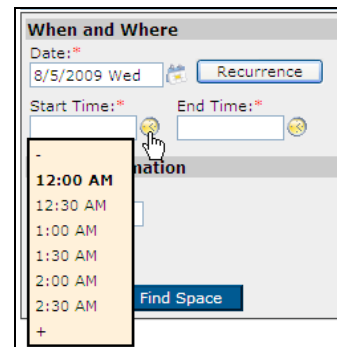
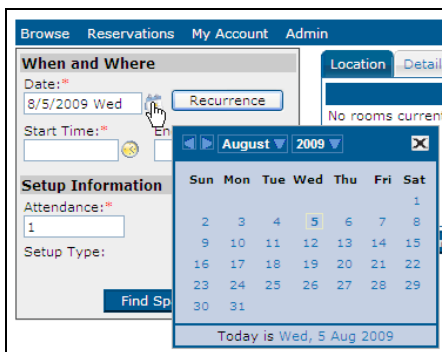
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Reservation Request

1. Under the **Reservations** toolbar, select **Room Request**



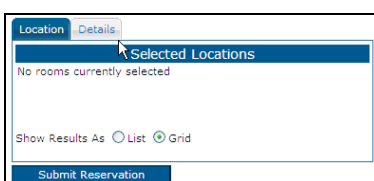
2. In the **When and Where** box:
 - Select the **Date** by clicking on the calendar icon .
 - Select the **Start Time** and **End Time** by clicking on the clock icon .
 - Leave the default set up information. You do not need to enter the Attendance or Setup Type.



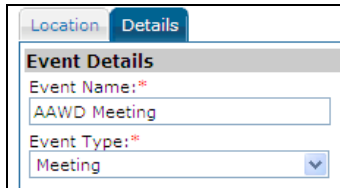
3. Click on the **Find Space** button
4. On the **Location** tab:
 - check the schedule to see which rooms are available
 - click the green plus sign  to select the available room

Room	C
+ 104D - Dean's C	0
+ 204D - Instructio	NA
+ 212 - Conferenc	0
+ 222 - Conferenc	0
+ 230D - Classroo	0
+ 319 - Simulation	NA
+ 322 - Conferenc	0

5. Click on the **Details** tab

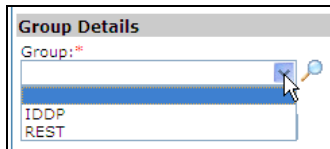


- Under **Event Details** enter the **Event Name** and select the **Event Type** from the drop down menu.




The screenshot shows a form with two tabs: 'Location' and 'Details'. The 'Details' tab is active. Under the heading 'Event Details', there is a text input field for 'Event Name:' containing 'AAWD Meeting' and a dropdown menu for 'Event Type:' with 'Meeting' selected.

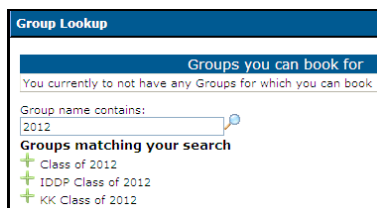
- Under **Group Details** select the name of the group that will use the space i.e. Class of 2011, IDDP Class of 2010, AAWD, REST, etc.



The screenshot shows a form with a tab labeled 'Group Details'. Below the tab is a 'Group:' dropdown menu. The dropdown is open, showing a list of options: 'IDDP' and 'REST'. A mouse cursor is pointing at the 'IDDP' option.

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.



The screenshot shows a 'Group Lookup' window. At the top, it says 'Groups you can book for' and 'You currently do not have any Groups for which you can book'. Below that is a search field labeled 'Group name contains:' with '2012' entered. Underneath, there is a section titled 'Groups matching your search' with three items: 'Class of 2012', 'IDDP Class of 2012', and 'KK Class of 2012', each preceded by a green plus sign.

- Under **Group Details** include your **Name, Phone** and **Email**.
- Click on the **Submit Reservation** button. Your request has been submitted. You will receive an email confirmation of your reservation within two working days.