




How to Activate Your Event Management System Account

- I. Go to go.vcu.edu/ems
- II. Go to the top left hand corner and hover over  My Account
- III. Select [Log In](#)
If you are not logged into your VCU account, you will be prompted to do so
- IV. Once logged in, you will be prompted to a form that will collect your information
It is important that you carefully read the entire form and fill it out properly
- V. Once you have completed the form, select [Save](#) at the bottom
- VI. Your account will go to the Conference and Scheduling Services Office for processing.
Please allow two business days for your account to be activated. You will receive an email when your account is approved and active.

For issues or concerns, please contact VCU Conference and Scheduling Services



VCU Conference and Scheduling Services

VIRGINIA COMMONWEALTH UNIVERSITY

css@vcu.edu
(804) 828-4228
scheduling.vcu.edu