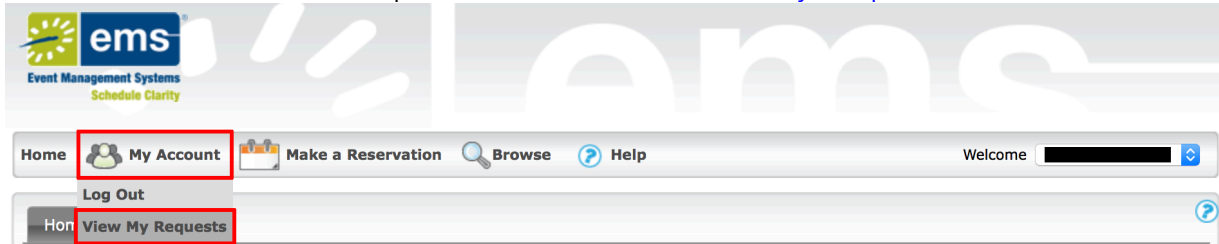




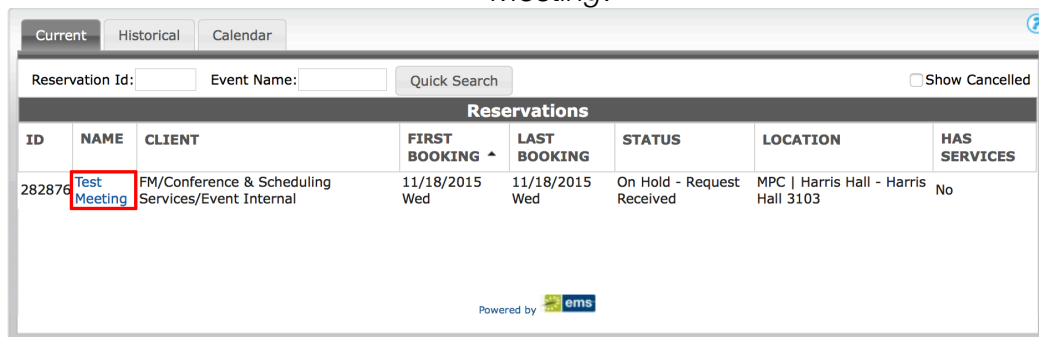
How to View/Edit Requests in Virtual EMS

This tool is helpful if you would like to see requests you have made in Virtual EMS. Here you can edit your requested reservation, add bookings, cancel bookings, cancel all bookings, etc.

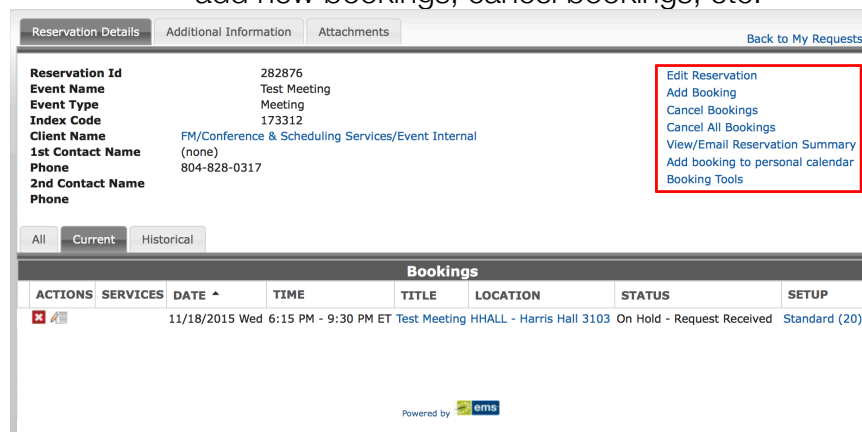
- I. From the main menu bar, select [My Account](#). You will be prompted with a drop down menu. Select [View My Requests](#).



- II. Your requested reservation will show under the [Current](#) tab. Select the reservation you would like to view/edit by clicking the [Name](#) of the reservation. For this example, the requested reservation name is *Test Meeting*.



- III. On the right side of your reservation details, you can edit your reservation, add new bookings, cancel bookings, etc.



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



VCU Conference and Scheduling Services

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