



VIRGINIA COMMONWEALTH UNIVERSITY

# VCU Conference and Scheduling Services

## Create a Virtual EMS account

*This walkthrough will guide you through the initial creation and activation of your Virtual EMS account.*

*NOTE: If you already had an account in the Commons Virtual EMS, formerly known as MERA, then you do not have to create an account. All MERA accounts have been transferred to the new Virtual EMS system.*

- Go to Virtual EMS. [pubapps.vcu.edu/campusems](http://pubapps.vcu.edu/campusems)
  - Hover over the “My Account” tab, and click “Log In”

The screenshot shows the Virginia Commonwealth University Event Management System (EMS) website. At the top left is the EMS logo with the tagline "Event Management Systems Schedule Clarity". To the right is the VCU logo. Below the logos is a navigation bar with "Home", "My Account", and "Conference and Scheduling Services". The "My Account" tab is highlighted with a red box, and a "Log In" button is visible below it. The main content area displays a welcome message: "Welcome to the Event Management System at Virginia Commonwealth University." Below this, it states: "This system serves as the central reservation system for the university. Spaces that are currently available for reservation in EMS include: University Student Commons | Larrick Student Center | Hunton Student Center". At the bottom, there are three small images: a street lamp, a blue sky, and a building.

- You may be prompted to log in to CAS (VCU's Central Authentication System).
  - If you are prompted to log in to CAS enter your VCU eID and password.

Virginia Commonwealth University

# VCU Central Authentication Service

⚠ Before entering your eID and password, please verify that the URL for this page begins with <https://login.vcu.edu/>

**Please enter your VCU eID**

[Don't know your eID?](#)

**And your password**

[Forgot your password?](#)

Warn me before logging me into other sites.

**Log me in »**

- Once you are logged into Virtual EMS you will be brought to the screen below, where you will be required to enter some general information. The information collected on this form will be used to setup your account.
  - Once you finish filling in the information press the “Save” button at the bottom of the page.

**ems**  
Event Management Systems  
Schedule Clarity

# Virginia Commonwealth University

Welcome Guest

### User Info

Email:\*  
sample@vcu.edu

Name:\*  
Bob Smith

Phone:\*  
555-555-5555

Fax:

Time zone:\*  
Eastern Time

Notes:

Are you a VCU student?:\*  
Yes

If you are a VCU student, please list any and all student organizations for which you request space. If you do not request space on behalf of student organizations, or you are not a student, put "none" or "n/a":\*

Pancake Club  
SGA

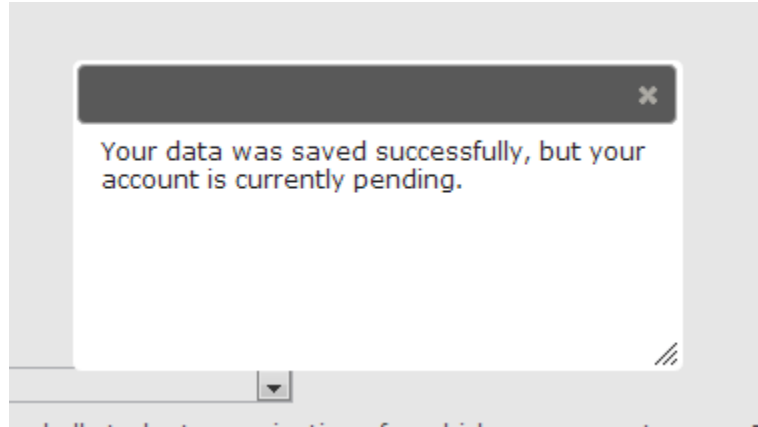
Are you a VCU faculty or staff member?:\*  
Yes

If you are a VCU faculty or staff member, please list any and all departments for which you request space. If you do not request space on behalf of a department, or you are not a VCU faculty or staff member, put "none" or "n/a":\*

University Conference and Scheduling Services  
Physical Plant

Save

- Once you press the “Save” button. You will see the pop-up message pictured below. This indicates that your account information is being reviewed.
  - The review of your account information should take no more than 1 business day. When that is done you will receive an email notifying that your account has been activated.



- Contact Conference and Scheduling services if you have any issues while doing account setup.

804-828-0317

[uscc@vcu.edu](mailto:uscc@vcu.edu)



**VCU**

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Conference and Scheduling Services