Request a room

This walkthrough will guide you through a sample Virtual EMS room request.

- Go to Virtual EMS. pubapps.vcu.edu/campusems
  - Hover over the “My Account” tab, and click “Log In”
- 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.
Hover over the “Reservations” tab to reveal a drop-down menu with reservation options. Select the reservation option you desire.

- It is important to note that each individual will have slightly different options under their “Reservations” menu.
- Each option in this menu will represent a different area and type of request. You can contact Conference and Scheduling Services at 804-828-0317 or ucss@vcu.edu if you have questions about the options you see in your “Reservations” menu.
• Once you have selected your desired reservation option you will see the following screen. On this screen you must enter details about your request in the panel on the left. Use the “Recurrence” button for meetings that hold a meeting pattern (example: Every other Monday, 1:00pm-5:00pm)
• Once all your information has been entered click “Find Space”.

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[Image of a reservation interface showing date, time, and location details with a green button labeled “Recurrence” and a “Find Space” button.]
• Rooms that meet the criteria you entered in the **panel on the left** will appear in **Availability Box** on the right. Determine the room you would like to use and click the + to select the room. Once you select the room you would like it will move to the **Selected Locations** box.
  
  o If you used the recurrence option you will see an “Available” column in the **Availability Box**. This will tell you how many dates the room is available out of the total amount of dates in the recurrence.
  
  o You can undo a selection by clicking the - next to the room.
  
  o If you would like to add more dates to the same reservation simply go back over to the **panel on the left** and enter the criteria for your next room. Continue this process until all your desired rooms for this reservation are selected.
  
• When you are finished press the “Continue” button at the bottom of the screen.
Next you will come to the “Details” page. Here you will enter the details about your event or meeting. This form will look different each time, depending on the space you are requesting.

- Fill in all the requested information and click the “Submit” button at the bottom of the page.
• Once you have submitted the request you will come to a page outlining the details of your request. The status column will let you know where your request stands. Depending on the rules of the facility in which you are requesting space, some space will automatically confirm. Other requests will be in a “pending” or “on-hold” status until the approver of the space has had time to review your request.
  o You can always make changes to your request by using the options on the top right of the screen.

You can always return to look at your reservations by logging into Virtual EMS and selecting “View My Requests” under the “Reservations” menu.
• For problems with Virtual EMS please contact Conference and Scheduling Services.
  804-828-0317
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