

# Reserve a Student Work Space

## Before You Begin

- You must first have an active EMS Web App account. After submitting an account request, you will receive an activation email within 2 business days. EMS Web App accounts can be requested at <https://schedule.ucdenver.edu>.
- Work spaces can be reserved:
  - A maximum of 3 hours
  - Between 8 am and 5 pm, Monday through Friday (excluding campus holidays)
  - Up to one week (7 days) in advance
  - One reservation for only one space each day
- There are two types of work spaces: computer stations and landing zones. Landing zones do not include a computer and you must bring your own laptop/device.
- A valid course number is required to complete each reservation (i.e. HIST 1013).

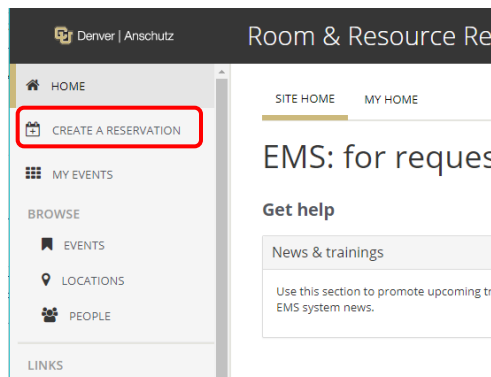
## Reserve a Work Space

Step 1: Go to the EMS Web App at <https://schedule.ucdenver.edu> and sign in with your University network credentials (i.e. SmithJ and related password).

**IMPORTANT:** There is a known issue signing in to EMS with Chrome browsers. Please take the following steps if you are having issues logging into EMS with Chrome:

- Use a different browser, like Firefox or Safari
- Try signing in to EMS using Chrome in Incognito Mode

Step 2: Click **CREATE A RESERVATION**, scroll down to *CU Denver – Student Work Spaces* in the list and click **book now**.



CU Denver - Classrooms	book now	about
CU Denver - Common Conference Rooms	book now	about
CU Denver - Department Conference Rooms	book now	about
CU Denver - Student Work Spaces	book now	about
CU Denver - Terrace Room, LSC	book now	about

# Reserve a Student Work Space

Step 3: Fill out the **Date & Time** you'd like to reserve on the left side of the page. Work spaces are available for a maximum of 3 hours and for up to one week in advance. Click **Search**.

CU Denver - Student Work Spaces

1 Rooms | 2 Reservation Details

New Booking for Mon Aug 3, 2020

**Date & Time**

Date: Mon 08/03/2020

Start Time: 1:00 PM | End Time: 2:00 PM

Create booking in this time zone: Mountain Time

Locations: North Classroom Building | Add/Remove

**Search**

Step 4: A list of available work spaces will populate the right side of the page. Choose the work space that meets your needs by clicking the **Add Sign (+)** to the left of the space name.

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST | SCHEDULE

Favorite R... | Find A Room | Search

	7 AM	8	9	10	11	12 PM	1	2	3	4
Rooms You Can Reserve										
North Classroom Buidi...	Cap									
<b>+</b> NRTH-1003_A1 Co...	1									
<b>+</b> NRTH-1003_B1 Co...	1									
<b>+</b> NRTH-1003_B2 Co...	1									

**Tip:** For more information about the work space, click on the space name in **blue**. Computer Stations include a computer and Landing Zones do not.

Step 5: Click **Add Room**.

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees

1

**Add Room** | Cancel

## Reserve a Student Work Space

Step 6: The work space you select will move to the top of the page under *Selected Rooms*. Click **Next Step**.

New Booking for Mon Aug 3, 2020 Next Step

Date & Time

Date: Mon 08/03/2020

Start Time: 1:00 PM End Time: 2:00 PM

Create booking in this time zone: Mountain Time

Locations: North Classroom Building Add/Remove

Selected Rooms: NRTH-1003\_A1 (Computer A1) Attendance & Setup Type

Room Search Results

LIST SCHEDULE

Find A Room Search

	7 AM	8	9	10	11	12 PM	1	2
North Classroom Buildi...	Cap							
NRTH-1003_A1 (C...	1							
NRTH-1003_B1 (C...	1							

Step 7: On the *Reservation Details* page, some fields will populate automatically. Fields bordered in **red** are required. Click the **1<sup>st</sup> Contact** drop-down list and select your name. When you select your name, your email will populate into the **1<sup>st</sup> Contact Email Address** field.

Reservation Details

Event Details

Event Name \* Remote Course Attendance Event Type \* Student Use

Group Details

Group \* CUD-STUDENTS

1st Contact (temporary contact) Q

1st Contact Name \* (temporary contact)

1st Contact Phone 1st Contact Fax

1st Contact Email Address \*

**Tip:** If you don't see your name in the list, select **temporary contact** and manually complete the **1<sup>st</sup> Contact Name** and **1<sup>st</sup> Contact Email Address** fields.

## Reserve a Student Work Space

Step 8: In the *Additional Information* section, answer the questions, review and accept the [terms and conditions](#), and click **Create Reservation**. A valid course number must be submitted for each reservation.

Additional Information

Provide the course number for this reservation (i.e. ENGL 1020): \*

I understand the use of this space requires me to be mindful of other students in the room, and I must bring and use my own headphones/earbuds to minimize the noise impact to others sharing the room. \*

Choose one

I have read and agree to the terms and conditions

Create Reservation

Upon the successful completion of your reservation, you will see this message. You will be required to check-in and show your student ID to the lab staff member in order to access your reserved work space. Click **OK**.

**Your reservation is confirmed.**  
**You will be required to check-in and show your student ID in order to access your reserved work space.**

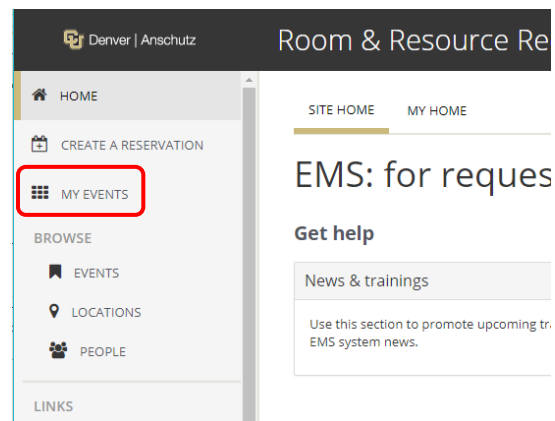
Click **Add to my calendar** to download an .ics file.

Make sure to cancel your reservation in advance if it is not needed.

OK

**Need Help?** Email [OIT-SchedulingServices@ucdenver.edu](mailto:OIT-SchedulingServices@ucdenver.edu) or ask a lab advisor if you are on-site.

Step 9: If you need to edit your reservation after it has been created, click **My Events**.



# Reserve a Student Work Space

Step 10: Your reservations will populate in a list. Click the **Name** of the reservation to edit.

RESERVATIONS    BOOKINGS ?

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Include cancelled reservations

CURRENT    PAST

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Name	First/Last Boo...	Location	Gro...	Ser...	ID	Status
<a href="#">Remote Course Attendance</a>	Mon Aug 3, 20... Mon Aug 3, 20... (single booking)	North Classroom Building - NRTH-1003_A1 (Computer A1)	CU...		439...	Confirmed

Step 11: Click the **pencil icon** to change the date or time and the **minus sign ( - )** to cancel the reservation.

◀ My Events / Remote Course Attendance beginning Aug 3, 2020 (439561)

RESERVATION DETAILS    ADDITIONAL INFORMATION

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[Edit Reservation Details](#)

Event Name	Remote Course Attendance
Event Type	Student Use
Group	CUD-STUDENTS
1st Contact Name	Sample Student

Bookings

CURRENT    PAST  Include cancelled bookings

[Cancel Bookings](#)    [Booking Tools](#)

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Date ^	Start Time	End Time	Time Zone	Location	Status
<a href="#">✎</a> <a href="#">-</a> Mon Aug 3, 2020	2:00 PM	3:00 PM	MT	North Classroom Building - NRTH-1003_A1 (Computer A1)	Confirmed