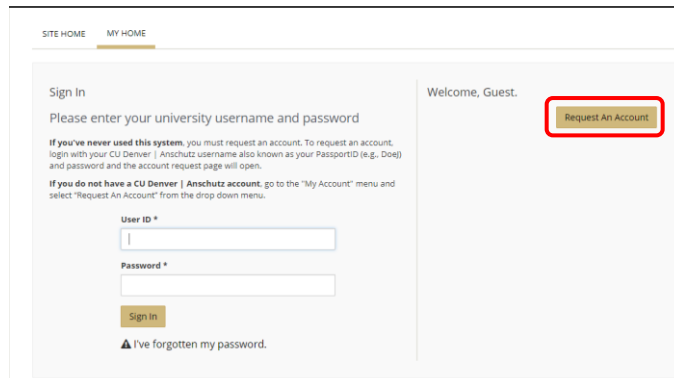


Requesting an EMS Web App Account

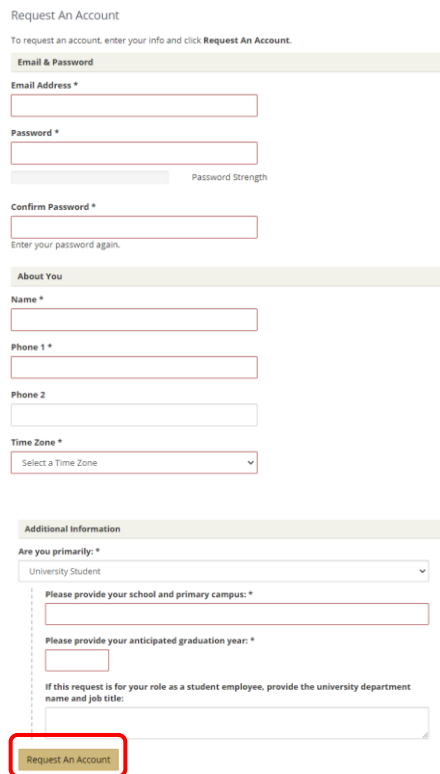
Step 1: Go to <https://schedule.ucdenver.edu>.

Step 2: Click the **Request An Account** button on the home page:



The screenshot shows the top navigation bar with 'SITE HOME' and 'MY HOME'. Below is a 'Sign in' section with instructions and a 'Request An Account' button highlighted in red. The 'Sign in' section includes fields for 'User ID' and 'Password', a 'Sign in' button, and a link for 'I've forgotten my password.' The 'Request An Account' button is located in the top right corner of the page.

Step 3: Fill out the web form (fields outlined in red are required) and select **Request An Account**:



The 'Request An Account' form is divided into several sections: 'Email & Password', 'About You', and 'Additional Information'. Required fields are outlined in red. The 'Request An Account' button at the bottom is also highlighted in red.

Request An Account

To request an account, enter your info and click **Request An Account**.

Email & Password

Email Address *

Password *

Enter your password again.

Confirm Password *

Enter your password again.

About You

Name *

Phone 1 *

Phone 2

Time Zone *

Select a Time Zone

Additional Information

Are you primarily: *

University Student

Please provide your school and primary campus: *

Please provide your anticipated graduation year: *

If this request is for your role as a student employee, provide the university department name and job title:

Request An Account

An account activation email will be sent within 2 business days.

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