EMS Web App Lactation Space User Guide

Getting Started

1. To request badge access contact the Office of Equity at equity@ucdenver.edu or 303-315-2567 with your first and last name and your employee/student ID number.
3. If you have a CU Denver | Anschutz domain user account, login with these credentials and it will take you to the request account web page or click Request An Account:

![Login Screen](image)

4. Complete the form and after identifying your department, include “lactation space user” in the Department field. Select Request An Account at the end of the form:

![Account Request Form](image)

Notification regarding account approval will be sent within 2 business days.
Creating Reservations

1. Navigate to the EMS Web App at [https://schedule.ucdenver.edu](https://schedule.ucdenver.edu) and enter your User ID and Password in the appropriate fields and click **Sign In**.
2. Click **CREATE A RESERVATION**, find the **CU Anschutz – Lactation Spaces** reservation template, and click **book now**:

![Room & Resource Reservations](image)

**My Reservation Templates**

<table>
<thead>
<tr>
<th>Reservation Type</th>
<th>Edit</th>
<th>Book Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Anschutz - Lactation Spaces</td>
<td><a href="#">edit</a></td>
<td><a href="#">book now</a></td>
</tr>
<tr>
<td>CU Anschutz - Classrooms</td>
<td><a href="#">edit</a></td>
<td><a href="#">book now</a></td>
</tr>
<tr>
<td>CU Anschutz - Common Conference Spaces</td>
<td><a href="#">edit</a></td>
<td><a href="#">book now</a></td>
</tr>
<tr>
<td>CU Anschutz - Department Conference Rooms</td>
<td><a href="#">edit</a></td>
<td><a href="#">book now</a></td>
</tr>
</tbody>
</table>

3. Fill out the **Date and Time** of your reservation on the left side of the page and click the **Search** button:

![Date & Time](image)
To create a recurring reservation click the **Recurrence** button, enter the recurring date and time pattern information, and click **Apply Recurrence**:

4. A list of available rooms will populate the right side of the page. Select a room by clicking the **Add Sign (+)** to the left of the room:

**Tip:** Select **Schedule** to view the availability for all of the lactation spaces:

**Tip:** For more information about the room, click on the room name in blue.
5. The room you have selected will move to the top of the page. Click **Next Step**:

6. In the *Reservation Details* section the **Event Name**, **Event Type**, and **Group** fields will automatically be populated. In the **1st Contact** field select your name from the drop-down list. Your contact information will populate into the **Phone** and **Email Address** fields:
7. Click **Create Reservation**:

After successfully submitting your reservation you will see the page below and will receive a confirmation email:

**Room Request**

**Reservation Created**

What would you like to do now?

- Add to my calendar.
- Edit this reservation.

**Contact Information**

Lactation Space Access and Use:

- Office of Equity  
  *equity@ucdenver.edu*  
  303-315-2567  
  [https://equity.ucdenver.edu/lactation-resources/](https://equity.ucdenver.edu/lactation-resources/)

EMS Web App Support:

- Technology Support Services  
  *OIT-SchedulingServices@cuanschutz.edu*  
  303-724-8118  
  [https://schedule.ucdenver.edu](https://schedule.ucdenver.edu)
Cancelling Reservations

1. Select **My Events**:

2. Select the reservation name to be cancelled from the list:

3. Select the **Minus Sign (-)** next to the booking date to cancel only that date or select **Cancel Bookings** to cancel all of the booking dates in the reservation:
Editing Reservations

1. Select My Events:

2. Select the reservation name to be edited from the list:

3. Select the Pencil icon next to the booking date to edit only that date or select Booking Tools to edit all of the booking dates in the reservation:
4. After selecting the **Pencil icon**, adjust the date, time or room and click **Search** and **Update Booking**:

After selecting **Booking Tools**, make adjustments to the **Date** and/or **Time** by using the drop-down menus, select the booking dates to apply the change, and click **Update Bookings**: