How to Access Virtual EMS

Welcome to the Kean University Room Reservation system! Please log in to submit a request.

For instructions on how to request an event click here.

Classroom Requests:
Due to the add/drop period during each semester, requests for classrooms or labs cannot be approved until after the third week of each academic semester, unless during college-hour on Mondays, Tuesdays and Thursdays from 3:30pm-4:20pm.

To log in click on My Account
Requesting a Virtual EMS Account

- To request an account, your User I.D. and Password are the same as your Kean email log in (without the @kean.edu).
- Once you submit your account request, Conference & Event Services will review and send you an email confirmation.
- You can now start making reservations.

![Login and User Info Screenshots]
The reservation facility request forms are broken down into the following categories:
- Request a Classroom/Lecture Hall,
- Request a Meeting/Conference Room,
- Request an Event Space,
- Request a Theatre & Performing Arts Facility.
Basic Event Information

- **Date**: Select the date of your event. Click **Recurrence** for recurring events/meetings.
  - *Note*: Each request form has different deadlines depending on what type of space you are looking for.
- Select the **start time** and **end time**
- Select the **Area** (ex. Campus) that you are looking to host your event/meeting
- Select the **Facilities** (ex. campus building) in which you would like to host your event.
- Enter the estimated **Attendance**.
- Select a **Setup Type** for how you would like the room setup for your event/meeting.
- Click **Find Space**.
Results

• Based on the criteria you entered, a list of locations and availability will pop up.
• **Note:** If the room you were hoping for does not show up in the list, you may have to adjust your **Setup Type** and/or **Attendance**.

Choose your location by clicking the +
After selecting a location, a ✗ will show indicating that the room has been added to your request.

**Note:** If your event/meeting requires additional rooms, please repeat the steps above adding the rooms requested. To remove a room that was previously selected, click the ✗.

Indicate that you have reviewed and understand the **Terms and Conditions**.

Click **Continue**.
Event Details

All events and activities will publish to the University’s online calendar and can be viewed by the campus community and the general public. Please ensure the following information is accurate upon submitting your request:

- Event Title/Name
- Start and End Time
- Contact Information for person coordinating the event (Name, Phone, Email)
- Number of People attending
- Brief Description of the event (details you would like displayed on the web)

![Form](image)
• Click **Attachments** to add flyers, logos, images and media related to your event/meeting that you would like displayed on the campus **Online Calendar**. Answer all of the questions in the section labeled **Other Information**.

**NOTE:** Each request form asks different questions depending on the type of event you are looking to host.
Reservation Information

- Once your event/meeting request has been submitted, you will see Reservation Details.
- **Note:** Each room reservation is considered a “booking”. One reservation may have multiple bookings associated with it.
- If you need to add, edit, change or cancel the reservations, bookings or services, you may do so here.

Please allow 2 business days for your request to be reviewed and processed.
- You will receive an email **Confirmation** within 2 business days of your request.
- Once your request has been approved, you will see the Status changed from **Web Requests** to **Confirmed**.
- If your request is denied, you will receive a **Denial Notice** via email indicating the reason for the denial.
My Requests

- You can review all submitted requests and confirmed reservations by clicking **Submit a Request** then selecting **View My Requests**.

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Powered by **ems**
Master Calendar

- To view a calendar of events scheduled on campus, visit http://events.kean.edu/mastercalendar/
Questions: Please contact the Office Conference & Event Services at ext.74730 or hostevents@kean.edu for assistance.