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Getting Started

Requesting an Account in Virtual EMS
Requesting an Account in Virtual EMS

Step 1: Navigate to the Virtual EMS System by visiting schedule.ucdenver.edu/virtualems

Step 2: If you have a CU Denver | Anschutz domain user account also known as your PassportID, simply login with these credentials and it will take you to the request account web page. If you do not, navigate to My Account>>Request an Account as shown below.
Requesting an Account in Virtual EMS

Step 3: Fill out the web form with ALL required information and select SAVE at the end of the document.

Notification regarding account approval will be sent within 2 business days.
Logging in to Virtual EMS
Logging in to Virtual EMS

Step 1: Navigate to the Virtual EMS System by visiting schedule.ucdenver.edu/virtualems

Step 2: Navigate to My Account>Log In. If you have a CU Denver | Anschutz domain account (i.e., PassportID), login using that user name (e.g., DoeJ) and password. If not, use your EMS account by entering your email address and EMS password. (e.g., John.Smith@uchealth.org).

Step 3: Log in with your email address and password.
Rooms and Resources

Making a Room Reservation Request
Making a Room Reservation Request

Step 1: Pull up Virtual EMS by navigating from any browser to schedule.ucdenver.edu.

Step 2: Navigate to My Account>>Log In>>Enter

Step 3: Insert your username and password in the appropriate fields and press the Login button

Step 4: Navigate to Request Rooms

Step 5: Select the campus and type of room to request from the drop down menus

University of Colorado Denver | Anschutz Medical Campus

Room & Resource Requests

Welcome to the Rooms & Resources Scheduling System

CU Anschutz: All CU buildings.

CU South Denver: Coming in the future.
Step 6: Fill out all of the information on the left hand of the screen. If you require this room on a recurring basis, click on the Recurrence button and add the appropriate information (see the section on Making Advanced Room Requests for detailed instructions). When you have filled in all of the information for your event, select the blue Find Space button.
Step 7: A list of available rooms for your request will populate the right side of the screen. Choose the room that meets your needs by selecting the green plus sign to the left of the room.

For more information about the building and room, click on the room name highlighted in blue.
Making a Room Reservation Request

Step 8: The room you’ve selected moves to the top of the screen. If you only need one room, click the **yellow Submit** button and proceed to Step 9.

If you require additional rooms for this event, you can either choose a 2nd room for this reservation from the list or you can select a different building from the left side of the screen and select the **blue Find Space** button. A new set of rooms will populate the right side of the screen, leaving your previous selection above the new list. You can now, using the green plus arrow to the left of the room list, select another space for your event.

Once all the rooms that you need for your event are showing at the top of the screen, click the **yellow Submit** button at the bottom of the page.
Making a Room Reservation Request

Step 9: Fill out the information in the EVENT DETAILS SECTION.
Step 10: In the GROUP DETAILS SECTION, the **Group** field should be pre-selected. For 1st Contact, find your name. The rest of the information in the GROUP DETAILS SECTION should auto-populate with data that was entered in the system when your Virtual EMS user account was created.

Step 11: In the ATTACHMENTS section, skip to step 12 if you have nothing to attach to the reservation. If you have a document that you would like for the setup crew to see (room diagrams, setup instructions that are very detailed, etc.) click the grey **Attach File** button and browse to the location on your computer where the document lives. Follow the prompts on your screen and the document will uploaded.

Step 12: In the OTHER INFORMATION section, answer all of the questions by choosing your responses from the drop down menus.
Step 13: If you do not require additional services for your event, scroll to the bottom of the page and click the yellow Submit button.
Making a Room Reservation Request

Upon successful completion of the reservation, you will be taken to the screen below.
Making a Room Reservation with Resource Requests
Room Reservation with Resources

Step 1: Pull up Virtual EMS by navigating from any browser to schedule.ucdenver.edu

Step 2: Navigate to My Account>>Log In>>Enter

Step 3: Insert your username and password in the appropriate fields and press the Login button

Step 4: Navigate to Request Rooms

Step 5: Select the campus and type of room to request from the drop down menus
Room Reservation with Resources

Step 6: Fill out all of the information on the left hand of the screen. If you require this room on a recurring basis, you can click on the Recurrence button and add the appropriate information (see the section on Making Advanced Room Requests for detailed instructions). When you have filled in all of the information for your event, select the blue Find Space button.
Step 7: A list of available rooms for your request will populate the right side of the screen. Choose the room that meets your needs by selecting the green plus sign to the left of the room.

For more information about the building and room, click on the room name highlighted in blue.
Room Reservation with Resources

Step 8: The room you’ve selected moves to the top of the screen. If you only need one room, click the **yellow Submit** button and proceed to Step 8. If you require additional rooms for this event, you can either choose a 2nd room for this reservation from the list or you can select a different building from the left side of the screen and select the **blue Find Space** button. A new set of rooms will populate the right side of the screen, leaving your previous selection above the new list. You can now, using the green plus arrow to the left of the room list, select another space for your event. Once all the rooms that you need for your event are showing at the top of the screen, click the **yellow Submit** button at the bottom of the page.
Room Reservation with Resources

Step 9: Fill out the information in the EVENT DETAILS SECTION.
Room Reservation with Resources

Step 10: In the GROUP DETAILS SECTION, the **Group** field should be pre-selected. For 1st Contact, find your name. The rest of the information in the GROUP DETAILS SECTION should auto-populate with data that was entered in the system when your Virtual EMS user account was created.
Room Reservation with Resources

Step 11: Skip to step 12 if you have nothing to attach to the reservation. If you have a document that you would like for the setup crew to see (room diagrams, setup instructions that are very detailed, etc.) click the grey Attach File button and browse to the location on your computer where the document lives. Follow the prompts on your screen and the document will uploaded.
Room Reservation with Resources

Step 12: In the OTHER INFORMATION section, answer all of the questions by choosing your responses from the drop down menus.

Step 13: If you do not require resources, you can continue to step 14. If you require any resources, continue through the resource request, checking your required items. As you are checking off your required resources needs, warning boxes or special instructions boxes will become available for you to read. The special instructions boxes are the places for you to be specific with our team about your request. NOTE: Resources are different for each campus and will populate here according to the requestors location. Not all resources are available to all locations.
### Room Reservation with Resources

#### CU Denver Electronic Security
- **Start Time:** 7:00 AM
- **End Time:** 8:00 AM
- **Service Type:**
- Access Requests:
  - Building Access
  - Dock Access
  - Elevator Access
  - Room Access

#### CU Denver Setup
- **Start Time:** 7:00 AM
- **End Time:** 8:00 AM
- **Service Type:** DT-Setup
- Consultation
  - Setup Consultation
- On Site Rental
  - 8' Plastic Table Covers (Serves 1): $6.00
  - 8' Rectangular Table (Serves 10): $5.00
  - Chairs (Serves 1): $0.55
  - Coat Rack (Serves 1): $10.00
  - Easel (Serves 1): $0.55
  - Grill (Serves 1): $50.00
  - Stanchion (Serves 1): $5.00
  - Tents (Serves 1): $50.00

#### HouseKeeping
- **Start Time:** 7:00 AM
- **End Time:** 8:00 AM
- **Service Type:** Event Staffing
- Event Services
  - Event Staffing
  - Event Cleanup
- Post - Event Cleanup
- Pre - Event Cleanup
- Restroom Servicing
Room Reservation with Resources

Step 14: Every reservation requires a billing speed type, campus box or billing address. If you are a university employee, enter the speed type for your event. If you are an affiliate enter your campus box number and an invoice will be mailed to you. If you are a sponsoring department and the bill for your event will be paid by an outside agency, enter that billing address in this field. When you are done, click the yellow Submit button.

**Billing Information**

SpeedType, Campus Box or Billing address required: *

610XXXXX

Submit
Step 15: If you have requested setup items under your reservation, you will get a prompt regarding the number of attendees vs. the number of tables requested. This is a safety feature in the system that reminds you to double check seating for number of guests. If you are okay with the message, click Ok.
Room Reservation with Resources

Step 16: Upon successful completion of the reservation, you will be taken to the screen below.
Making Resource\Service Only Requests

Service Only Requests are requests you make when you require a service from Facilities Management in a space where there is no room reservation in EMS. Departmental conference rooms, personal offices, races, etc. are examples of this.
Resource Only Requests

Step 1: Once you have logged in to Virtual EMS, select the **Request Resources** tab on the Virtual EMS toolbar. Select the appropriate campus specific resources or the dual-campus resources available. Highlight the service that you are interested in reserving, in this case we will select **Housekeeping Only Request**.
Resource Only Requests

Step 2: Fill out the WHEN AND WHERE, SETUP INFORMATION AND LOCATION DETAILS sections on the left side of the screen. Make sure you read the information on the right side of the screen for each service you are requesting. The information on this panel is different for every service that you are requesting. Once you have read the information click the blue Get Services button.
Resource Only Requests

Step 3: Fill out the EVENT DETAILS section, the GROUP DETAILS section, ATTACHMENTS section and OTHER INFORMATION section.
Resource Only Requests

Step 4: Fill out the HOUSEKEEPING section with your desired housekeeping needs. Remember to include as much detail as possible in the *Special Instructions* box so the resource managers know what you are looking for.

![Housekeeping Form](image)

- **Start Time:** 8:00 AM
- **End Time:** 9:00 AM
- **Service Type:** Event Staffing

**Event Services**
- **1** Event Staffing

**Special Instructions:**

- Post - Event Cleanup
- Post - Meal Trash Pickup
- Pre - Event Cleanup
- Restroom Servicing
Step 5: Provide your speedtype, campus box or billing address in the BILLING INFORMATION section. Make sure you check the box indicating you have agreed to the terms and conditions and select the yellow Submit button.
Resource Only Requests

Step 6: When you have successfully submitted a resource only request, you should receive a page that looks like this:
Making a Recurring Room Reservation
Recurring Room Reservation

Step 1: Login to Virtual EMS and navigate to Campus>Request Rooms.

Step 2: Select the Recurrence button under the When and Where portion of the room request:

Step 3: Fill in the Time, Recurrence Pattern, and Range information and select Apply Recurrence.
Recurring Room Reservation

The recurring date and time information now appears in the **When and Where** portion of the request:
Recruing Room Reservation

Step 4: Continue with the request by choosing from the Facilities, Setup Information, and/or Room Type drop down menus and select Find Space. The available rooms will appear in a list like this example:
Recurring Room Reservation

Please note the AVAILABLE column lists the number of available rooms and the total number of rooms requested. By placing your cursor over the warning sign, the unavailable dates will appear in a list:

Step 5: Choose the room that best meets your needs by selecting the green plus sign to the left of the room. The following warning will appear if the room is not available on all of the requested dates:

The page at https://schedule.ucdenver.edu says:

The location you selected is not available for all of your dates

OK
Recurring Room Reservation

Step 6: The room you’ve selected moves to the top of the screen. If you do not need any more rooms, click the yellow Continue button and proceed to step 8.

If you need more rooms for remaining dates, select the yellow Search Remaining Dates button located below the blue Find Space button:
Recurring Room Reservation

After clicking search remaining dates, an updated list of available rooms for the remainder of the request will populate the right side of the screen, leaving your previous selection above the new list.

Step 7: Choose additional rooms by selecting the green plus sign to the left of the room or update the Facilities drop down by selecting a different building, Setup Information, or Room Type filter and select the yellow Search Remaining Dates button again as necessary to find additional space for the remaining dates.
Recurring Room Reservation

Step 8: Once you are finished selecting rooms for all of the dates, click the **yellow Submit** button at the bottom of the page.

Step 9: Fill out the information in the EVENT DETAILS, GROUP DETAILS, ATTACHMENTS, OTHER INFORMATION, and RESOURCES sections and click the **yellow Submit** button to complete the request.
Changing Existing Reservations

Editing Reservation Details
Editing Reservation Details

Step 1: Click on the **Request Rooms** tab on the Virtual EMS menu toolbar and select **View My Requests**. Click on the **Name** of the reservation.
Editing Reservation Details

Step 2: To edit Reservation Details (useful if you need to add an additional scheduler to the reservation or give someone else access to the reservation) click on the blue *Edit Reservation* link in the upper right portion of the RESERVATION DETAILS tab.
Step 3: Fill out any pertinent change information on the page, including speedtype information and click **Save**.

![Reservation Details Form](image)

<table>
<thead>
<tr>
<th>Event Name:*</th>
<th>Event Type:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Steve 2018</td>
<td>Meeting</td>
</tr>
</tbody>
</table>

**Group Details**

<table>
<thead>
<tr>
<th>Group:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUA-CSA-OIT Technology Su</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1st Contact:*</th>
<th>Phone:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>April Armstrong</td>
<td>303-724-7714</td>
</tr>
</tbody>
</table>

**Billing Information**

<table>
<thead>
<tr>
<th>SpeedType(Preferred),Campus Box or Billing address:*</th>
<th><strong>Email:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>610XXXXXXX</td>
<td>ARMSTRONG@UCDENVER</td>
</tr>
</tbody>
</table>
Step 4: If your change was accepted successfully, you will see the below message. Click the **Ok** button.
Using the Booking Tools
Using the Booking Tools

Step 1: From the RESERVATION DETAILS tab click on the **Booking Tools** link in the upper right corner.
Using the Booking Tools

Step 2: Click on the DATE drop-down menu. Here you see options for **Reschedule Booking Earlier, Reschedule Booking Later and Reschedule Booking to Specific Date**. Choose the action you are wanting to take for this booking.
Using the Booking Tools

Step 3: Click on the TIME drop-down menu. Here you see options for *End Booking Earlier, End Booking Later, Reschedule Booking Earlier, Reschedule Booking Later, Reschedule Booking to Specific Time, Start Booking Earlier and Start Booking Later*. If any of these items is an action you would like to perform, select it from the drop-down menu.
Using the Booking Tools

Step 4: Select the booking you want to adjust by placing a check in the box next to the booking name. Click **Save**.
Using the Booking Tools

Step 5: When you click *Save* in the previous step, the screen below will appear. If you are satisfied with the changes (note the RESULTS column on the far right) click *Finished.*
Adding a Booking
Adding a Booking

Step 1: To add a “Booking” to an existing reservation, click on the Add Booking link on the upper right of the RESERVATION DETAILS tab.
Adding a Booking

Step 2: Complete the WHEN AND WHERE, SETUP INFORMATION and AVAILABILITY FILTERS sections for the new booking. Click on the blue Find Space button.
Adding a Booking

Step 3: Select the room that fits your requirements by clicking on the green plus mark to the left of the room.
Adding a Booking

Step 4: Your newly selected room will move to the SELECTED LOCATIONS section. Once you are finished adding any additional rooms, click the yellow Submit button.
Adding a Booking

Step 5: If your request was completed successfully, you should see the confirmation below. Click Ok.
Add Resources\Services to an Existing Booking
Add Resources\Services to an Existing Booking

Step 1: Click on the [green plus] next to the room where you require additional services.
Add Resources\Services to an Existing Booking

Step 2: From the AVAILABLE SERVICES tab, select the service you need to add.
Add Resources\Services to an Existing Booking

Step 3: Select the options you require and click the **Save** button.
Add Resources\Services to an Existing Booking

Step 4: Click the **OK** button when the explanation message comes up.
Add Resources\Services to an Existing Booking

Step 5: Fill in the special instructions box and click the \textit{Save} again.
Add Resources\Services to an Existing Booking

Step 6: For a request that has multiple occurrences you will be taken to a screen that shows you all of your occurrences for that particular reservation ID. If you wish to add the service you just configured to any additional bookings, place a check box next to the date you wish to add new services. Click Save. If you do not wish to add the service to any other bookings, click the Do Not Apply to Additional Bookings button.
Add Resources\Services to an Existing Booking

Step 7: If you successfully added the service, your screen should look like the screen below.
Canceling Bookings
Canceling Bookings

Step 1: Select *Cancel Bookings* in the RESERVATIONS DETAILS tab.
Canceling Bookings

Step 2: In the BOOKINGS AVAILABLE TO CANCEL section, select the desired booking by placing a check mark in the box next to the resource. Click *Cancel Bookings.*
Canceling Bookings

Step 3: Virtual EMS requires users to supply a reason for canceling a booking. Choose a reason from the CANCEL REASON drop-down menu. Supply any notes you might want to share, and click **Cancel Booking(s)**.
Canceling Bookings

Step 4: If you are successful in canceling the booking, the screen below should appear. Click Ok
Canceling Resources\Services
Canceling Resources\Services

Step 1: To cancel services associated with your room reservation, click on the blue **Cancel Services** link in the upper right of the RESERVATION DETAILS tab.

![Room and Resource request system](image)

<table>
<thead>
<tr>
<th>Reservation Id</th>
<th>Event Name</th>
<th>Event Type</th>
<th>PG Number</th>
<th>Room Request Training w/Resources</th>
<th>Meeting</th>
<th>Facilities Management - CSA</th>
<th>Layna Breyare</th>
<th>303-724-0408</th>
</tr>
</thead>
<tbody>
<tr>
<td>72505</td>
<td>Room Request Training</td>
<td>Meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Layna Breyare</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>303-724-0408</td>
<td></td>
</tr>
</tbody>
</table>

**Bookings**

<table>
<thead>
<tr>
<th>ACTIONS</th>
<th>SERVICES</th>
<th>DATE *</th>
<th>TIME</th>
<th>TITLE</th>
<th>LOCATION</th>
<th>STATUS</th>
<th>SETUP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>4/17/2014 Thu</td>
<td>7:00 AM - 1:00 PM</td>
<td>Room Request Training w/Resources</td>
<td>R26-1500 200-seat lecture hall</td>
<td>Confirmed - Food</td>
<td>Lecture Hall (25)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4/22/2014 Tue</td>
<td>7:00 AM - 1:00 PM</td>
<td>Room Request Training w/Resources</td>
<td>Bidg 500-N8200-Bushnell Auditorium</td>
<td>Web Request</td>
<td>Lecture Hall (25)</td>
</tr>
</tbody>
</table>
Canceling Resources\Services

Step 2: In the CATEGORIES DROP DOWN menu, select the resource you want to cancel.
Step 3: In the CURRENT SERVICE ORDERS section, select the service item by placing a check mark in the box next to the resource. Click **Save**.
Canceling Resources\Services

Step 4: If you are successful in canceling the service, the screen below should appear. Click *Ok.*
Making Other Resource Requests

Telephone Conference Requests
Telephone Conference Requests

Step 1: Once you have logged in to Virtual EMS, select the Request Resources tab on the Virtual EMS toolbar and select Telephone Conference.

Step 2: Fill out the When and Where, Setup Information, and Location Details sections on the left side of the screen. The Building in the Location Details selection will always be Audio Only Conference. Make sure you read the information on the right side of the screen for each service you are requesting. Once you have read the information, click the blue Get Services button.

Please note requests for telephone conferences must be submitted at least 48 hours prior to the start of the conference.
**Telephone Conference Requests**

Step 3: Fill out the **Event Details, Group Details, Attachments**, and **Other Information** sections.

---

### Event Details

- **Event Name:** Test Audio Conference
- **Event Type:** Audio Conference

### Group Details

- **Group:** CUA-CSA-OIT Technology Sr.
- **1st Contact:** April Armstrong
- **Phone:** 303-724-7714
- **Email:** APRIL.J.ARMSTRONG@UCDENVER

### Location Details

- **Building:** Audio Only Conference
- **Location:** P28-5200

### Other Information

- **I certify that this event is for official CU Anschutz business:**
- **Are you scheduling this event for an outside agency?:**

Step 4: Provide your speedtype, campus box or billing address in the **Billing Information** section. Make sure you check the box indicating you have agreed to the terms and conditions and select the **yellow Submit** button.
Telephone Conference Requests

Billing Information

SpeedType(Preferred), Campus Box or Billing Address:*  

Submit

Step 5: When you have successfully submitted a telephone conference request, you should receive this message:

Your request for an Audio Conference has been received.

You will receive a confirmation within 48 hours which will include conference details.
Videoconferencing/Recording/Streaming Requests
Step 1: Once you have logged in to Virtual EMS, select the **Request Resources** tab on the Virtual EMS toolbar and select **Videoconferencing/Recording/Streaming**.

**CU South Denver**: Coming in the future.

**CU Anschutz**: All CU buildings.

**CU Denver**: Only CU Buildings (Student Commons, CU Denver Building, Business School, and Lawrence Street). Classroom requests for other buildings, please email downtown.scheduling@ucdenver.edu

For a 5 minute video tutorial follow this link: [Video Tutorial](http://www.ucdenver.edu/about/departments/FacilitiesManagement/outages/Pages/default.aspx)

**CU Denver Campus Building Hours**

<table>
<thead>
<tr>
<th>Building</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Denver Building</td>
<td>Monday-Friday 8a-8p, Saturday 7:30a-5p, Sunday Closed</td>
</tr>
<tr>
<td>Lawrence Street Center Building</td>
<td>Monday-Friday 6a-8p, Saturday 7:30a-5p, Sunday Closed</td>
</tr>
<tr>
<td>Business School Building</td>
<td>Monday-Friday 7a-8p, Saturday 7:30a-5p, Sunday Closed</td>
</tr>
</tbody>
</table>

**CU Anschutz Building Hours**

<table>
<thead>
<tr>
<th>Building</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nighthorse Campbell</td>
<td>Monday-Friday 6:30a-6p, Closed Weekends</td>
</tr>
<tr>
<td>All Other Buildings</td>
<td>Monday-Friday 6a-6p, Closed Weekends</td>
</tr>
<tr>
<td>CU Anschutz Library</td>
<td>Monday-Thursday 7a-10p, Friday 7a-6p, Saturday 7a-6p, Sunday 10a-6p</td>
</tr>
</tbody>
</table>

[Note: All weekend access to CU Anschutz buildings must be arranged through EMS in advance.](http://www.ucdenver.edu/about/departments/FacilitiesManagement/outages/Pages/default.aspx)
Videoconferencing/Recording/Streaming

Step 2: Once the request form appears, fill out the **When and Where** and **Setup Information** sections on the left side of the screen. The Facilities selection will always be the Video Conference building. There will be another text box on the right hand side of the request form to enter your actual building and room information.

**IMPORTANT:** If you use the recurrence button to schedule multiple dates in a series, please submit a separate request for each set of dates that occur on the same day of the week (i.e. all Mondays in your series submitted in one request, all Tuesdays in your series submitted in a separate request).

The attendance can be a general estimate. *(Note: Do not put an attendance over 100 even if your event audience will be larger than 100 or one of the virtual videoconferencing rooms will not appear for selection.)*

Make sure you read the information on the right side of the screen for each service you are requesting. Once you have read the information, click the blue **Find Space** button.
Step 3: Click on one of the **green plus signs** to select an available virtual Video Conference “room.”

Click on the **yellow Submit** button to proceed.
Step 4: Fill out the Event Details, Group Details and Attachments sections.
Step 5: Fill out the **Other Information** section.

**Other Information**

<table>
<thead>
<tr>
<th>Explanation</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORGANIZATION Requesting Conference:*</td>
<td>▼</td>
</tr>
<tr>
<td>SOM-School of Medicine</td>
<td></td>
</tr>
<tr>
<td>DEPARTMENT requesting Conference:*</td>
<td>▼</td>
</tr>
<tr>
<td>SOM - Anesthesiology</td>
<td></td>
</tr>
<tr>
<td>DIVISION requesting conference:</td>
<td>▼</td>
</tr>
<tr>
<td>CENTER requesting conference:</td>
<td>▼</td>
</tr>
<tr>
<td>PROGRAM requesting conference:</td>
<td>▼</td>
</tr>
<tr>
<td>Origination Site (Campus, Building &amp; Room #): *</td>
<td>CU Anschutz, RC1 North, P18-1000</td>
</tr>
<tr>
<td>Remote Site(s) also Include Tech name phone &amp; email:*</td>
<td>UCGS</td>
</tr>
<tr>
<td></td>
<td>Jane Jones, <a href="mailto:jane.jones@uccs.edu">jane.jones@uccs.edu</a></td>
</tr>
<tr>
<td></td>
<td>719-123-4567</td>
</tr>
<tr>
<td>Will there be anyone dialing in via phone only? Please indicate how many.:</td>
<td>Yes, two phone participants.</td>
</tr>
<tr>
<td>Will there be a presentation using a computer?: *</td>
<td>▼</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Do you want the Conference/Event origination site staffed?: *</td>
<td>▼</td>
</tr>
<tr>
<td>Yes - Please supply staffing for the entire event</td>
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<tr>
<td>Do you want the event staffed on all CU sites?:</td>
<td>▼</td>
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<tr>
<td>No</td>
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<tr>
<td>Are you scheduling this for an outside agency?: *</td>
<td>▼</td>
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<tr>
<td>No</td>
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<tr>
<td>Conference Category:*</td>
<td>▼</td>
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<tr>
<td>Training</td>
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<tr>
<td>Does the conference need to be streamed Live on the web (Non-interactive)?:*</td>
<td>▼</td>
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<tr>
<td>Yes</td>
<td></td>
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<tr>
<td>If Live Streaming - How many streams do you want to reserve?:</td>
<td>5</td>
</tr>
<tr>
<td>Do you want this recorded?: *</td>
<td></td>
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</tbody>
</table>
Videoconferencing/Recording/Streaming

Step 6: Provide your speedtype, campus box or billing address in the Billing Information section. Make sure you check the box indicating you have agreed to the terms and conditions and select the yellow Submit button.

Billing Information

SpeedType(Preferred), Campus Box or Billing address:*  
Submit

Step 7: When you have successfully submitted a Videoconferencing/Recording/Streaming request, you should receive this message:

Your request has been submitted.

You should receive a confirmation within 3 business days

Video help desk 303-724-8121

If you need additional Audio Visual equipment please call 303-724-8129
Audiovisual Equipment and Support Requests
Audiovisual Equipment and Support Requests

Step 1: Once you have logged in to Virtual EMS, select the Request Resources tab on the Virtual EMS toolbar and hover over the campus (CU Denver Resources or CU Anschutz Resources), slide to the left and select either CU Denver – Audio Visual Equipment and Support or CU Anschutz – Audio Visual Equipment and Support, depending on the appropriate campus for which you would like to request audiovisual equipment or support.

CU Denver Campus

CU Anschutz Campus
Step 2: Once the request form appears, fill out the **When and Where** and **Location Details** sections on the left side of the screen. The building selection will always be the *Equipment Checkout* building. Enter your actual building and room information in the Location field text box.

Make sure you read the information on the right side of the screen for each service you are requesting. Once you have read the information, click the **blue Get Services** button.
Step 3: Fill out the **Event Details**, **Group Details**, **Attachments**, and **Other Information** sections.
Audiovisual Equipment and Support Requests

Step 4: Fill out the desired **AV Equipment**, desired **quantities** and any **Special Instructions**.

### AV Equipment - Anschutz Campus

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<thead>
<tr>
<th>Audio</th>
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<tr>
<th>Computer</th>
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<tbody>
<tr>
<td>HDMI to VGA Video Adaptor</td>
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<tr>
<td>Microphone USB</td>
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<tr>
<td>1 Slide Advancer - Remote Control</td>
</tr>
<tr>
<td>Special Instructions:</td>
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<td></td>
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<tr>
<td>Web Cam</td>
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<tr>
<td>1 Laptop PC</td>
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<tr>
<td>Special Instructions:</td>
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</table>
Audiovisual Equipment and Support Requests

Step 5: Fill out the desired A/V Support level and any Special Instructions.

- [ ] A/V Support
  - [ ] Equipment (Audio Visual) Delivery $20.00
  - [ ] Staffing for the event duration $45.00 per Reserved hr., Min. $45.00
  - [ ] Technical Assistance and Setup $22.50

Special Instructions:

Step 6: Provide your speedtype, campus box or billing address in the Billing Information section. Make sure you check the box indicating you have agreed to the terms and conditions and select the yellow Submit button.

Billing Information

SpeedType(Preferred), Campus Box or Billing address:* 

Submit

Step 7: When you have successfully submitted an Audiovisual Equipment and/or Support request, you should receive this message:

Your request has been submitted.
Additional equipment or substitutions may be required. Costs are estimated.
You will receive a confirmation once your request has been reviewed and scheduled.
Web Conference Requests
Web Conference Requests

Step 1: Once you have logged in to Virtual EMS, select the Request Resources tab on the Virtual EMS toolbar and select **Web Conferencing – Adobe Connect**.

Step 2: Fill out the **When and Where**, **Setup Information**, and **Location Details** sections on the left side of the screen. The Building in the **Location Details** selection will always be **Web Conference - Adobe Connect**.

Make sure you read the information on the right side of the screen. Once you have read the information, click the **blue Get Services** button.

**Please note** requests for web conferences must be submitted at least 48 hours prior to the start of the conference.
Web Conference Requests

When and Where
Date: 9/12/2015
Start Time: 3:00 AM
End Time: 9:00 AM

Setup Information
Attendance: 5

Location Details
Building: Web Conference - Adobe Conn
Location:
Step 3: Fill out the **Event Details, Group Details, Attachments, and Other Information** sections.

Step 4: Provide your speedtype, campus box or billing address in the **Billing Information** section. Make sure you check the box indicating you have agreed to the terms and conditions and select the **yellow Submit** button.
Web Conference Requests

Step 5: When you have successfully submitted a web conference request, you should receive this message:

Your request for an Adobe Connect Conference has been received.
You will receive a confirmation within 48 hours which will include a URL for your conference.
Important Information
Contacts and Helpful Links

Virtual EMS
https://schedule.ucdenver.edu

Events on Campus
www.ucdenver.edu/eventsoncampus

Room Reservation Requests
CU Anschutz Questions – Technology Support Services, Classroom Support – 303.724.8118
CU Denver Questions – Office of the Registrar – 303.315.2600
CU Anschutz Resource Questions – Facilities Management Dispatch – 303.315.7777
CU Anschutz Resource Questions – Facilities Management Dispatch – 303.724.1777

Classroom and Audio/Video Related Questions
OIT Main Help Desk – 303.724.4357 (4-HELP)
Technology Support Services (TSS), Classroom Support Help Desk
   CU Anschutz – 303.724.8129
   CU Denver (for CU Denver Owned Buildings) – 303.315.2055

General Virtual EMS Questions
Technology Support Services (TSS), Classroom Support – 303.724.8118