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.
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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.

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.

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

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

Tip: If you don’t see your name in the list, select temporary contact and manually complete the 1st Contact Name and 1st Contact Email Address fields.
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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.

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.

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

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