

EMS Web App User's Guide

Updated July 2021

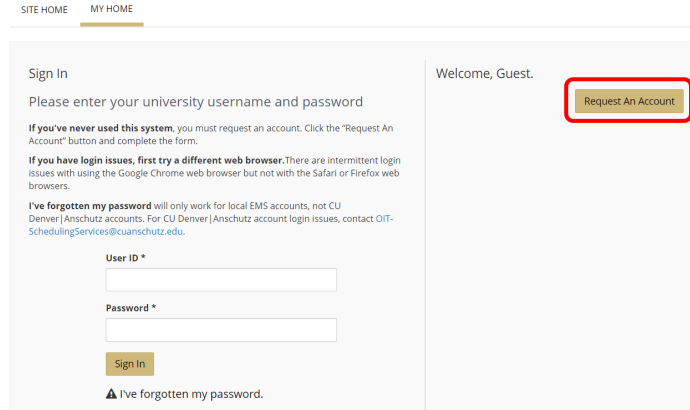
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Get Started

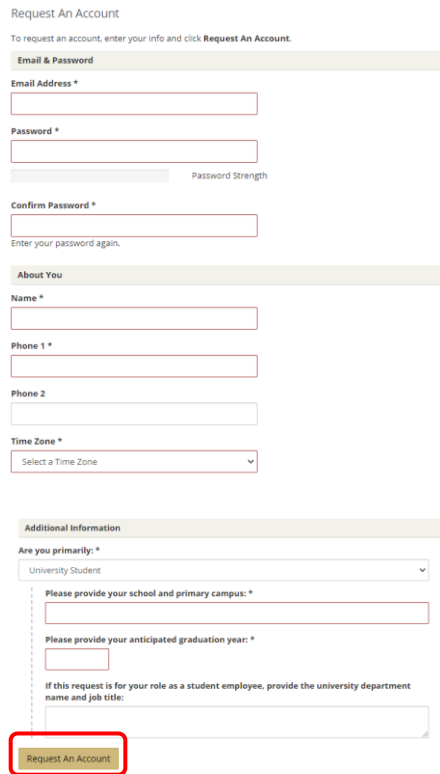
Request an Account

Step 1: Go to <https://schedule.ucdenver.edu> and click **Request An Account** on the home page:



The screenshot shows the top navigation bar with 'SITE HOME' and 'MY HOME' links. Below the navigation bar, there is a 'Sign In' section on the left and a 'Welcome, Guest.' section on the right. The 'Sign In' section contains instructions for users, a 'User ID' field, a 'Password' field, and a 'Sign In' button. A 'Request An Account' button is highlighted with a red box in the 'Welcome, Guest.' section.

Step 2: Fill out the web form (fields outlined in red are required) and select **Request An Account**:



The screenshot shows the 'Request An Account' form. The form is divided into several sections: 'Email & Password', 'About You', and 'Additional Information'. The 'Email & Password' section includes fields for 'Email Address', 'Password', and 'Confirm Password'. The 'About You' section includes fields for 'Name', 'Phone 1', 'Phone 2', and a 'Time Zone' dropdown menu. The 'Additional Information' section includes a dropdown menu for 'Are you primarily:', a text field for 'Please provide your school and primary campus:', a text field for 'Please provide your anticipated graduation year:', and a text field for 'If this request is for your role as a student employee, provide the university department name and job title:'. The 'Request An Account' button is highlighted with a red box.

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

Log In

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

Step 2: Account requests are processed within 2 business days. After receiving the email that your account has been activated, on the *My Home* tab enter your *User ID* and *Password*, and click **Sign In**.

SITE HOME MY HOME

Sign In

Please enter your university username and password

If you've never used this system, you must request an account. Click the "Request An Account" button and complete the form.


If you have login issues, first try a different web browser. There are intermittent login issues with using the Google Chrome web browser but not with the Safari or Firefox web browsers.

I've forgotten my password will only work for local EMS accounts, not CU Denver | Anschutz accounts. For CU Denver | Anschutz account login issues, contact OIT-SchedulingServices@cuanschutz.edu.

User ID *

Password *

Sign In

 I've forgotten my password.

Welcome, Guest.

Request An Account

Tip: University users will sign in with their university network credentials (i.e. DoEJ and the associated password). The *I've forgotten my password* link will only work for local accounts (i.e. Hospital affiliates).

IMPORTANT: Please take the following steps if you are having issues logging into EMS:

- Use a different browser, like Firefox or Safari
- Try signing in to EMS using Incognito Mode

Navigate

HOME menu contains:

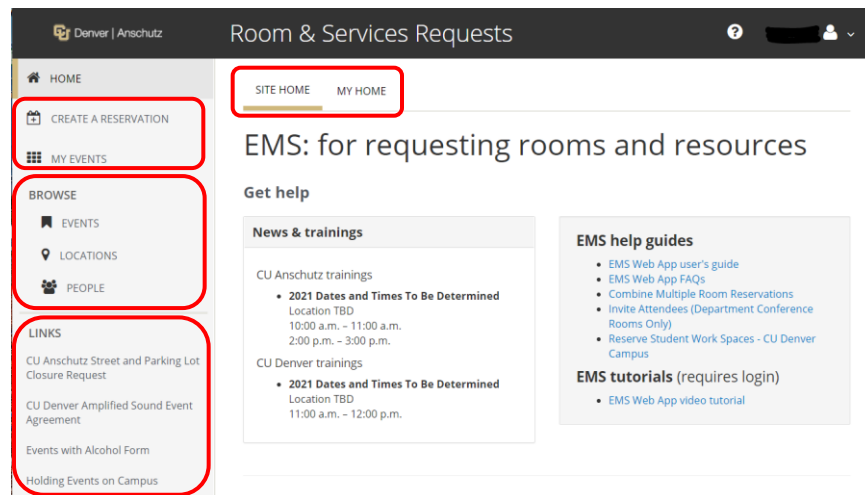
- CREATE A RESERVATION
- MY EVENTS (access your reservations)
- BROWSE
 - EVENTS (displayed in a calendar view)
 - LOCATIONS (buildings and rooms displayed in a schedule by day)
 - PEOPLE (search for reservations by department or group displayed in a daily list)
- LINKS (campus-related information)

SITE HOME contains:

- Information about trainings
- Links to help guides and tutorials
- Campus-specific information (i.e. building hours, room scheduling policy links, links to service fees)

MY HOME contains:

- *My Reservation Templates* (different types of reservations you can make)
- *My Bookings* (your reservations)



Tip: Reservations and Bookings: What Is the Difference?

A **Reservation** is the purpose of the event. In EMS, a reservation is the who (the meeting organizer) and the what of an event. A Reservation contains one or more Bookings. For example, **you** (the *who*) can reserve some space for a **staff meeting** (the *what*).

A **Booking** is the where and the when of an event. For example, you can schedule the **large auditorium** (the *where*) for a staff meeting on the **second Monday in January** (the *when*). There are one or more Bookings in a Reservation.

Reserve a Room

Basic Reservation

Step 1: Log in, click **CREATE A RESERVATION**, scroll to the desired reservation template, and click **book now**.

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

LINKS

CU Anschutz Street and Parking Lot Closure Request

CU Denver Amplified Sound Event Agreement

Events with Alcohol Form

My Reservation Templates

CU Anschutz - Classrooms	book now	about
CU Anschutz - Common Conference Spaces	book now	about
CU Anschutz - Department Conference Rooms	book now	about
CU Anschutz Health & Wellness Center Rooms	book now	about
CU Anschutz Strauss Health Sciences Library Rooms	book now	about
CU Denver - Business School Rooms	book now	about
CU Denver - Business School Jake Jabs Event Center	book now	about
CU Denver - Classrooms	book now	about
CU Denver - Common Conference Rooms	book now	about
CU Denver - Department Conference Rooms	book now	about

Step 2: Fill out the **Date & Time** of your activity, enter any additional search criteria, and click **Search**.

Date & Time

Date

Fri 03/26/2021 Recurrence

Start Time 8:00 AM

End Time 9:00 AM

Create booking in this time zone

Mountain Time

Locations (all) **Add/Remove**

Search

Tip: Click *Let Me Search for a Room* to use additional search criteria to narrow down the search results.

- Use **Locations Add/Remove** to filter by a building.
- Enter the **Number of People** to filter out smaller rooms.
- Use **Room Types Add/Remove** to filter for a specific room type.
- Use **Features Add/Remove** to filter by room features.

Let Me Search For A Room

Room Types (all)	Add/Remove
Features (none)	Add/Remove

Number of People

0

Search

Tip: Use the **Recurrence** button to add a date pattern (see [Advanced Room Reservations](#) for detailed instructions).

Step 3: A list of available rooms meeting your search criteria will populate. Choose the room that meets your needs by selecting the **Add Sign (+)** to the left of the room.

LIST SCHEDULE

Favorite Room...

Room ^	Location	Floor	TZ	Cap
Rooms You Can Request				
+ ACAD-1500	Student Commons Building	(none)	MT	172
+ ACAD-1600	Student Commons Building	(none)	MT	172
+ ACAD-2500	Student Commons Building	(none)	MT	150

Tip: For more information about the building and room, click on the **Room** or **Location** name in blue.

Tip: Click **Schedule** to see the schedule for all rooms, even those that are unavailable.

Step 4: Enter the **Number of Attendees** and click **Add Room**.

Attendance & Setup Type ×

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees

Tip: Room-specific information may appear in a pop-up window. Carefully read the information before clicking **OK**.

Step 5: The selected room will move to the top of the page. Click **Next Step**.

2021

Selected Rooms

- ACAD-1500

Room Search Results

LIST SCHEDULE

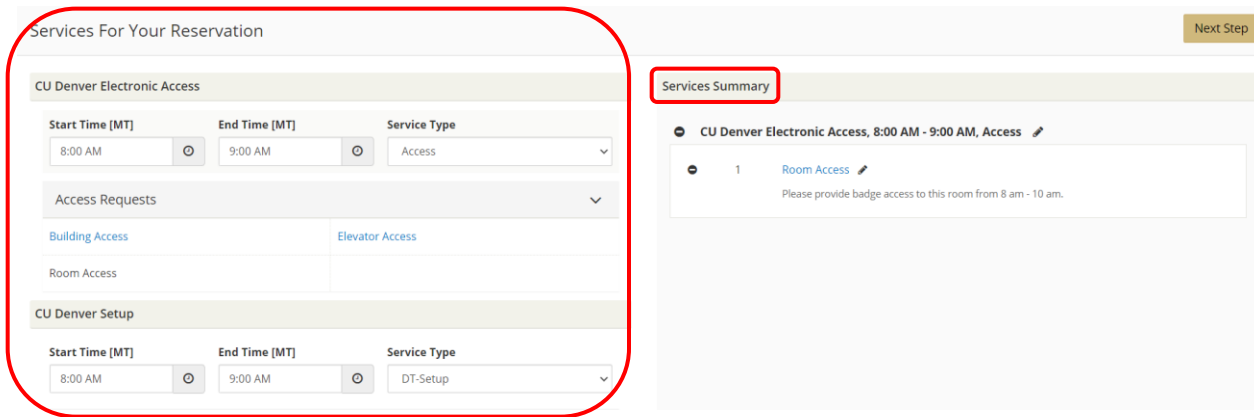
Favorite Room...

Room ^	Location	Floor	TZ	Cap
Rooms You Can Request				
- ACAD-1500	Student Commons Building	(none)	MT	172
+ ACAD-1600	Student Commons Building	(none)	MT	172
+ ACAD-2500	Student Commons Building	(none)	MT	150

Tip: If additional rooms are needed, select another one from the list by clicking the **Add Sign (+)** to the left of the room.

Step 6: A list of available Facilities services will populate. Click items to add them to your request, review any item details, and provide additional information in the **Special Instructions** field. The item will move over to the **Services Summary** section at the right once selected.

Please note if your reservation has multiple dates and/or rooms, requesting services on this window will automatically add the service to every date and room on the reservation. If you need a service for only one date or room, it can be added after submitting the initial room request (see [Add Services](#) for instructions).



Tip: To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.



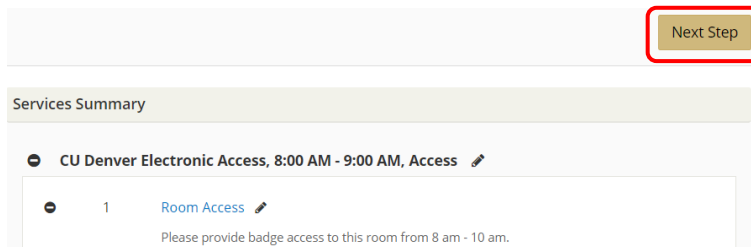
Step 7: You will be required to provide **Billing Information**. This field is located at the bottom of the page. Every reservation requires a billing speed type or billing address.

Billing Information

SpeedType(preferred) or Billing Address *

Tip: If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent 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.

Step 8: Once you have added all of your needed service items, click **Next Step**.



Step 9: Fill out the **Event Details** and **Group Details** sections. The **Group** field will auto-populate. Fields bordered in **red** are required.

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *

1st Contact

1st Contact Name *

1st Contact Phone *

1st Contact Fax

1st Contact Email Address *

Tip: For incorrect group association, contact association, or contact details, send a correction request to:

OIT-SchedulingServices@cuanschutz.edu

Step 10: Add any needed attachments in the **Attachments** section by clicking **Select your files**. Examples of attachments include room set up diagrams, detailed set up instructions, etc.

Attachments

Drag and drop your files here

Step 11: Answer the questions in the **Additional Information** section. Questions bordered in **red** are required.

Additional Information

I certify that this event is for official CU Anschutz (university and hospital affiliates) business. *

Are you scheduling this event for an outside agency (non-affiliated entities)? *

Will there be alcohol served at this event? *

Will you use volunteers for your event? *

Will minors be participating in this event? *

Will there be vendors/third party contractors? *

Billing Information

SpeedType(preferred) or Billing Address *

Step 12: You will be required to provide **Billing Information** if it was not provided when requesting services. Every reservation requires a billing speed type or billing address.

Billing Information

SpeedType(preferred) or Billing Address *

Tip: If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address. 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.

Step 13: Click **Create Reservation**.

Billing Information

SpeedType(preferred) or Billing Address *

Create Reservation

Help

Your request has been submitted.
You will receive notification of your request's status within 2 business days.

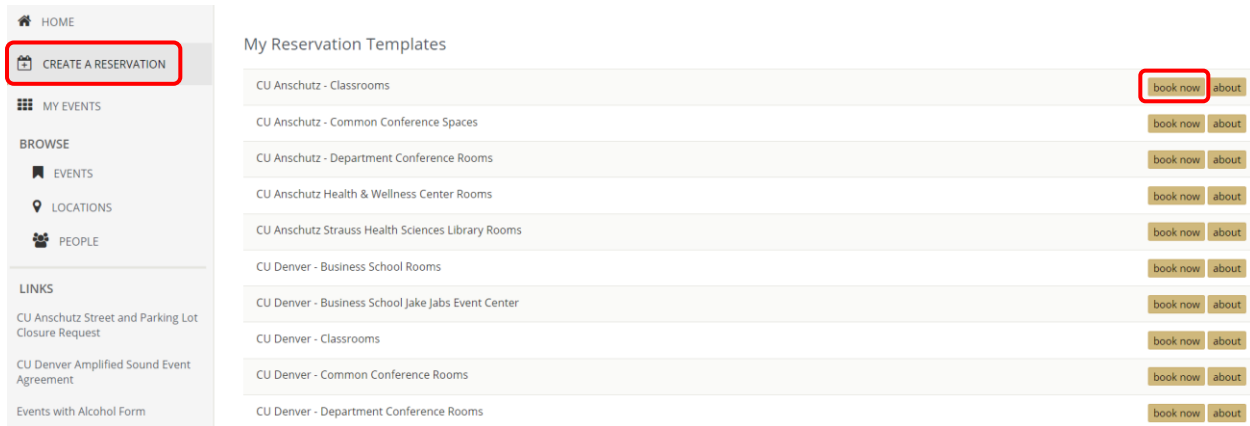
A speedtype or billing address is required for every reservation.

OK

You will receive a confirmation email within 2 - 3 business days for most classrooms and common conference spaces. Confirmations for departmentally managed spaces may take longer.

Advanced Reservation

Step 1: Log in, click **CREATE A RESERVATION**, scroll to the desired reservation template, and click **book now**.



Step 2: Search for a room for one date or recurring dates:

One Date

Enter the **Date**, **Start Time**, and **End Time**.

Date & Time

Date: Fri 04/02/2021 [Recurrence](#)

Start Time: 11:00 AM

End Time: 12:00 PM

Recurring Dates

Click the **Recurrence** button, enter in the date pattern, **Start Time**, and **End Time**, and click **Apply Recurrence**.

Recurrence

Repeats: Weekly [Remove Recurrence](#)

Every: 1 week(s)

On: Sun Mon Tue Wed Thu Fri Sat

Start Date: Mon 04/05/2021

End Date: Mon 05/03/2021 (9 occurrences)

End after: 1 occurrence(s)

Start Time: 11:00 AM

End Time: 12:00 PM

Create booking in this time zone: Mountain Time

[Apply Recurrence](#) [Close](#)

Tip: Use the **Repeats** drop-down menu and click *Random* to select non-patterned dates from a calendar (the *Random* option is not available for departmentally managed rooms)

Step 3: Add other search criteria, including:

Use **Locations Add/Remove** to filter by a building.

The screenshot shows a search criteria panel. At the top is the 'Date & Time' section with the text: 'Occurs every week on Monday and Wednesday, effective Mon Apr 5, 2021 until Mon May 3, 2021 from 11:00 AM to 12:00 PM Mountain Time. (9 occurrences)'. Below this is a 'Recurrence' button. The 'Locations' section is highlighted with a red box and contains the text '(all)' and an 'Add/Remove' button. At the bottom right is a 'Search' button.

Select the building(s) to filter and click **Update Locations**.

The screenshot shows a 'Locations' filter panel. It has tabs for 'BUILDINGS' and 'VIEWS'. Below the tabs is a 'Filter By Campus' dropdown and a 'Find locations' search box. A list of buildings is shown with checkboxes: 'Select All Buildings', 'Fulginiti Pavilion', 'L28 Education 2 South', 'P18 Research 1 North', 'P26 Education 1' (checked), and 'P28 Education 2 North'. Below the list is a 'Selected Locations' section showing 'P26 Education 1'. At the bottom right, the 'Update Locations' button is highlighted with a red box, next to a 'Close' button.

Click **Let Me Search for a Room** to use additional search criteria to narrow down the search results.

The screenshot shows a 'Let Me Search For A Room' panel. It has three sections: 'Room Types' with '(all)' and an 'Add/Remove' button; 'Features' with '(none)' and an 'Add/Remove' button; and 'Number of People' with a text input field containing '0'. A 'Search' button is at the bottom right.

Enter the **Number of People** to filter out smaller rooms.

Use **Room Types Add/Remove** to filter for a specific room type.

Use **Features Add/Remove** to filter by room features

Tip: Use the **Features** filter to search for only the most important needed features (not all equipment is available in all rooms).

When finished entering in the search criteria, click **Search**.

Step 4: A list of available rooms meeting your search criteria will populate. Choose the room that meets your needs by selecting the **Add Sign (+)** to the left of the room.

Room Search Results

LIST

Favorite Room...

Room	Available ▾	Location	Floor	TZ	Cap
Rooms You Can Request					
<input type="checkbox"/>	P28-CTL-2201C-Computer Lab	9/9	Education 2 North (P28)	2nd Floor	MT 12
<input type="checkbox"/>	P28-CTL-2201A West Computer Lab	8/9	Education 2 North (P28)	2nd Floor	MT 16
<input checked="" type="checkbox"/>	P28-CTL-2201AB Computer Lab	8/9	Education 2 North (P28)	2nd Floor	MT 32
<input type="checkbox"/>	P28-CTL-2201B East Computer Lab	8/9	Education 2 North (P28)	2nd Floor	MT 16

Tip: Room recurrence availability is displayed in the **Available** column. The room may not be available for all of the dates in the recurrence. Click on the number (i.e. 8/9) for more information about the unavailable date.

Unavailable Dates & Times ×

P28-CTL-2201C-Computer Lab is unavailable for the occurrences shown below.

Mon 05/31/2021	12:00 AM - 12:00 AM	Building Open Times - Education 2 North (P28)
-------------------	---------------------	---

Step 5: Enter the **Number of Attendees** and click **Add Room**.

Attendance & Setup Type ×

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees

Tip: Room-specific information may appear in a pop-up window. Carefully read the information before clicking **OK**.

Step 6: The selected room will display at the top of the page. If the selected room was not available for all of the dates in the recurrence, you must either select a different room or skip the remaining dates.

21 Next Step

Selected Rooms Attendance & Setup Type
 P28-CTL-2201AB Computer Lab (8 of 9 occurrences with 1 conflicts)

Room Search Results

LIST

Favorite Room... Find A Room

Room	Available	Location	Floor	TZ	Cap
9 occurrence(s): 8 In P28-CTL-2201AB Computer Lab 1 Remaining Skip 1					
Rooms You Can Request					
+ P28-CTL-2201C-Computer Lab	1/1	Education 2 North (P28)	2nd Floor	MT	12

Step 7: Review your selected rooms at the top of the page. If you require additional rooms for this activity, choose an additional room from the available list. When finished selecting rooms, click **Next Step**.

New Booking for Mon Apr 5, 2021 Next Step

Date & Time

Occurs every week on Monday and Wednesday, effective Mon Apr 5, 2021 until Mon May 3, 2021 from 11:00 AM to 12:00 PM Mountain Time. (9 occurrences)

Recurrence

Locations Add/Remove
Education 2 North (P28)

Selected Rooms Attendance & Setup Type
 P28-CTL-2201AB Computer Lab (8 of 9 occurrences) P28-CTL-2201C-Computer Lab (1 of 9 occurrences)

Room Search Results

LIST

Favorite Room... Find A Room

Room	Available	Location	Floor	TZ	Cap
Rooms You Can Request					
+ P28-CTL-2201C-Computer Lab	9/9	Education 2 North (P28)	2nd Floor	MT	12
+ P28-CTL-2201A West Computer Lab	8/9	Education 2 North (P28)	2nd Floor	MT	16
+ P28-CTL-2201B East Computer Lab	8/9	Education 2 North (P28)	2nd Floor	MT	16
+ P28-CTL-2201D East Computer Lab	8/9	Education 2 North (P28)	2nd Floor	MT	12

Let Me Search For A Room

Room Types Add/Remove
Computer Teaching Lab

Features Add/Remove
(none)

Tip: To review the full date/time/room detail of the request, click **My Cart** to see this information in a list.

My Cart (1)

Step 8: A list of available Facilities services will populate. Click items to add them to your request, review any item details, and provide additional information in the **Special Instructions** field. The item will move over to the **Services Summary** section at the right once selected.

NOTE: Services are different for each campus and will populate here according to the room's location. Not all services are available to all locations.

Please note if your reservation has multiple dates and/or rooms, requesting services on this window will automatically add the service to every date and room on the reservation. If you need a service for only one date or room, it can be added after submitting the initial room request (see [Add Services](#) for instructions).

The screenshot shows a web interface for selecting services. On the left, under the heading "Services For Your Reservation", there are two sections: "CU Denver Electronic Access" and "CU Denver Setup". Each section has a table with columns for "Start Time [MT]", "End Time [MT]", and "Service Type". In the "CU Denver Electronic Access" section, the start time is 8:00 AM, the end time is 9:00 AM, and the service type is "Access". Below this, there are "Access Requests" with options for "Building Access" and "Elevator Access". In the "CU Denver Setup" section, the start time is 8:00 AM, the end time is 9:00 AM, and the service type is "DT-Setup". On the right, the "Services Summary" section shows a list of selected services: "CU Denver Electronic Access, 8:00 AM - 9:00 AM, Access" and "1 Room Access". A note under "Room Access" says "Please provide badge access to this room from 8 am - 10 am." A "Next Step" button is visible in the top right corner.

Tip: To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.



Step 9: You will be required to provide **Billing Information**. This field is located at the bottom of the page. Every reservation requires a billing speed type or billing address.

The form shows a section titled "Billing Information" with a sub-label "SpeedType(preferred) or Billing Address *". Below this is a text input field with a search icon (magnifying glass) on the right side.

Tip: If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent 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.

Step 10: Once you have added all of your needed service items, click **Next Step**.

The screenshot shows a reservation form. At the top right, there is a button labeled "Next Step" which is highlighted with a red rectangle. Below this is a section titled "Services Summary". Underneath, there is a list of services. The first service is "CU Denver Electronic Access, 8:00 AM - 9:00 AM, Access" with an edit icon. Below it, there is a sub-item "1 Room Access" with an edit icon. A note below the sub-item reads: "Please provide badge access to this room from 8 am - 10 am."

Step 11: Fill out the **Event Details** and **Group Details** sections. The **Group** field will auto-populate. Fields bordered in **red** are required.

The screenshot shows the "Reservation Details" form. It is divided into two sections: "Event Details" and "Group Details".
In the "Event Details" section, there are two fields: "Event Name *" and "Event Type *". Both fields have a red border, indicating they are required.
In the "Group Details" section, there are several fields:
- "Group *": A dropdown menu with "CUA-CSA-OIT Technology Support Services" selected. This field has a red border.
- "1st Contact": A dropdown menu with "(temporary contact)" selected. This field has a red border.
- "1st Contact Name *": A text input field with "(temporary contact)" as a placeholder. This field has a red border.
- "1st Contact Phone *": A text input field. This field has a red border.
- "1st Contact Email Address *": A text input field. This field has a red border.
- "1st Contact Fax": A text input field. This field does not have a red border.
There is also a search icon (magnifying glass) next to the "1st Contact" dropdown.

Tip: For incorrect group association, contact association, or contact details, send a correction request to:

OIT-SchedulingServices@cuanschutz.edu

Step 12: Add any needed attachments in the **Attachments** section by clicking **Select your files**. Examples of attachments include room set up diagrams, detailed set up instructions, etc.

The screenshot shows the "Attachments" section. It features a button labeled "Select your files" and a text area that says "Drag and drop your files here".

Step 13: Answer the questions in the **Additional Information** section. Questions bordered in red are required.

Additional Information

I certify that this event is for official CU Anschutz (university and hospital affiliates) business. *

Choose one

Are you scheduling this event for an outside agency (non-affiliated entities)? *

Choose one

Will there be alcohol served at this event? *

Choose one

Will you use volunteers for your event? *

Choose one

Will minors be participating in this event? *

Choose one

Will there be vendors/third party contractors? *

Choose one

Billing Information

SpeedType(preferred) or Billing Address *

61XXXXXX

Create Reservation

Step 14: You will be required to provide **Billing Information** if it was not provided when requesting services. Every reservation requires a billing speed type or billing address.

Billing Information

SpeedType(preferred) or Billing Address *

Tip: If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address. 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.

Step 15: Click **Create Reservation**.

Create Reservation

Help

Your request has been submitted.
You will receive notification of your request's status within 2 business days.

A speedtype or billing address is required for every reservation.

OK

You will receive a confirmation email within 2 - 3 business days for most classrooms and common conference spaces. Confirmations for departmentally managed spaces may take longer.

Edit a Reservation

Edit Details

Reservation details include:

- event name
- event contact name
- event contact details
- billing information
- questions that were answered when the request was submitted

Tip: To edit the room reservation (including date, time, or room selection) see [Edit Room Reservation](#) for instructions.

Tip: To edit a service reservation (including housekeeping, furniture, parking, etc.) see [Edit Service Reservation](#) for instructions.

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

The screenshot shows the 'My Events' page with a sidebar on the left and a main content area. The sidebar includes 'HOME', 'CREATE A RESERVATION', 'MY EVENTS' (highlighted with a red box), 'BROWSE' (with sub-items: EVENTS, LOCATIONS, PEOPLE), and 'LINKS' (with sub-item: CU Anschutz Street and Parking Lot Closure Request). The main content area has tabs for 'RESERVATIONS' and 'BOOKINGS'. Below the tabs is a search bar with the text 'Search Reservations' and a checkbox for 'Include cancelled reservations'. There are also tabs for 'CURRENT' and 'PAST'. A table of reservations is displayed with columns: Name, First/Last Booking, Location, Group, Services, ID, and Status. The 'Recurring Lunch Meeting' reservation name is highlighted with a red box. Below it, the 'Training Session' reservation is also visible.

Name	First/Last Booking	Location	Group	Services	ID	Status
Recurring Lunch Meeting	Mon Apr 5, 2021/ Mon May 3, 2021 (multi-booking)	Education 2 South (L28) - L28-2304 30-seat Classroom	CUA-CSA-...		468641	Confirmed
Training Session	Fri Apr 9, 2021/ Fri Apr 9, 2021 (single booking)	Research 2 (P15) - P15- 2100/3/5 - Krugman Conf. Hall (Trivisible)	CUA-CSA-...		468645	Web Request

Tip: Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

Tip: For more information about the room, click on the room name in blue.

Step 2: Click the **RESERVATION DETAILS** tab and click **Edit Reservation Details**.

< My Events / Training Session beginning Apr 9, 2021 (468645)

RESERVATION DETAILS	ADDITIONAL INFORMATION	ATTACHMENTS
✎ Edit Reservation Details		
Event Name	Training Session	
Event Type	Training	
Group	CUA-CSA-OIT Technology Support Services	
1st Contact Name	Sample User	
Phone	303-724-0000	

Step 3: Make any needed adjustments and click **Save Reservation Details**.

< Training Session (468645) **Save Reservation Details** ⓘ

Event Details

Event Name * **Event Type ***

Group Details

Group *

1st Contact

1st Contact Name *

1st Contact Phone * **1st Contact Fax**

1st Contact Email Address *

2nd Contact

Edit Room Reservation

Cancel

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

The screenshot shows the 'My Events' interface. On the left sidebar, 'MY EVENTS' is highlighted with a red box. The main content area shows a table of reservations under the 'CURRENT' tab. The first row, 'Recurring Lunch Meeting', is highlighted with a red box. The table has columns for Name, First/Last Booking, Location, Group, Services, ID, and Status.

Name	First/Last Booking	Location	Group	Services	ID	Status
Recurring Lunch Meeting	Mon Apr 5, 2021/ Mon May 3, 2021 (multi-booking)	Multiple	CUA-CS...		468641	Web Request
Training Session	Fri Apr 9, 2021/ Fri Apr 9, 2021 (single booking)	Research 2 (P15) - P15- 2100/3/5 - Krugman Conf. Hall (Trivisible)	CUA-CS...	✓	468645	Web Request

Tip: Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

Step 2: Make any needed cancellation adjustments.

- **Cancel Reservation** will cancel all bookings in the reservation.
- **Cancel Bookings** will allow you to pick and choose which bookings to cancel.
- The **Minus Sign (-)** will cancel one booking at a time.

The screenshot shows the details for a 'Recurring Lunch Meeting' reservation. In the 'Reservation Tasks' panel on the right, the 'Cancel Reservation' button is highlighted with a red box. In the 'Bookings' section, the 'Cancel Bookings' button is highlighted with a red box. The 'Bookings' table has columns for Date, Start Time, End Time, Time Zone, Location, and Status. The minus sign icon in the first row is highlighted with a red box.

Date	Start Time	End Time	Time Zone	Location	Status
Mon Apr 5, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Wed Apr 7, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Mon Apr 12, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Wed Apr 14, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed

Tip: **Cancel Reservation** will also cancel all Facilities services included in the room reservation.

Edit

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

The screenshot shows the 'My Events' interface. On the left sidebar, 'MY EVENTS' is highlighted with a red box. The main content area shows a table of reservations. The 'Recurring Lunch Meeting' row is highlighted with a red box. The table has columns: Name, First/Last Booking, Location, Group, Services, ID, and Status.

Name	First/Last Booking	Location	Group	Services	ID	Status
Recurring Lunch Meeting	Mon Apr 5, 2021 / Mon May 3, 2021 (multi-booking)	Multiple	CUA-CS...		468641	Web Request
Training Session	Fri Apr 9, 2021 / Fri Apr 9, 2021 (single booking)	Research 2 (P15) - P15-2100/3/5 - Krugman Conf. Hall (Trivisible)	CUA-CS...	✓	468645	Web Request

Tip: Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

Tip: Reservations that include service requests have a **Check Mark** (✓) in the **Services** column.

Step 2: Make any needed adjustments.

- Click **Booking Tools** to edit the date or time for some or all of the bookings.
- Click the **pencil icon** to edit the room, date, or time for one booking.

The screenshot shows the details for the 'Recurring Lunch Meeting' reservation. The 'Booking Tools' link is highlighted with a red box. Below it is a table of bookings. Each row in the table has a pencil icon in the first column, which is also highlighted with a red box.

Date	Start Time	End Time	Time Zone	Location	Status
Mon Apr 5, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Wed Apr 7, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Mon Apr 12, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Wed Apr 14, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed

Step 3: After clicking the **pencil icon**, adjust the date or time fields and click **Update Booking**. Click **Search** to view other available rooms. Click the **Add Sign (+)** next to a different room and click **Update Booking** to change the room selection.

< [Recurring Lunch Meeting \(2313083\)](#)

Edit Booking Wed Apr 7, 2021 Update Booking

Event Details Room Search Results [Attendance & Setup Type](#)

Event Name *
Recurring Lunch Meeting

Event Type *
Meeting

Date & Time (bordered in red)

Date: Wed 04/07/2021

Start Time: 3:00 PM End Time: 4:00 PM

Create booking in this time zone: Mountain Time

Locations: Education 2 South (L28) Add/Remove

Search

Room Search Results

LIST SCHEDULE

Favorite Ro... Find A Room Search

	7 AM	8	9	10	11	12 PM	1	2	3	4	5
Rooms You Can Request											
Education 2 South (L28)...	Cap										
+ L28-1307 60-seat ...	60					SDM Eat					
+ L28-1308 30-seat ...	30	Research									
+ L28-2201 60-seat ...	60					SDM Eat					
+ L28-2206 60-seat ...	60										
L28-2304 30-seat Cla...	30					Recurring					
+ L28-2305 80-seat ...	80										
+ L28-SGL-1204	10										
+ L28-SGL-1204 North	5										
+ L28-SGL-1204 South	5										

Add

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

The screenshot shows the 'My Events' interface. On the left sidebar, the 'MY EVENTS' menu item is highlighted with a red box. The main content area shows a table of reservations under the 'CURRENT' tab. The 'Recurring Lunch Meeting' reservation name is highlighted with a red box. The table has the following data:

Name	First/Last Booking	Location	Group	Services	ID	Status
Recurring Lunch Meeting	Mon Apr 5, 2021 / Mon May 3, 2021 (multi-booking)	Multiple	CUA-CS...		468641	Web Request
Training Session	Fri Apr 9, 2021 / Fri Apr 9, 2021 (single booking)	Research 2 (P15) - P15-2100/3/5 - Krugman Conf. Hall (Trivisible)	CUA-CS...	✓	468645	Web Request

Tip: Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

Step 2: Click **New Booking** to search and add other rooms (for the same date/time) or other dates to this reservation.

The screenshot shows the details for the 'Recurring Lunch Meeting' reservation (ID: 468641). The 'RESERVATION DETAILS' tab is active. The event name is 'Recurring Lunch Meeting', event type is 'Meeting', and group is 'CUA-CSA-OIT Technology Support Services'. The 'Bookings' section shows a list of bookings with the following data:

Date	Start Time	End Time	Time Zone	Location	Status
Mon Apr 5, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Wed Apr 7, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Mon Apr 12, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Wed Apr 14, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed

The 'New Booking' button is highlighted with a red box in the bottom right corner of the 'Bookings' section.

Step 3: Enter the **Date & Time** information, click **Search**, select a room by clicking the **Add Sign (+)** next to the room name, and click **Update Reservation**.

← Recurring Lunch Meeting My Cart (0) **Update Reservation**

New Booking for Thu Mar 25, 2021

Date & Time

Date: Thu 03/25/2021

Start Time: 1:00 PM End Time: 2:00 PM

Create booking in this time zone: Mountain Time

Locations: (all)

Let Me Search For A Room

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Favorite Ro...

Room ^	Location	Floor	TZ	Cap
Rooms You Can Request				
<input type="button" value="+"/> L28-1307 60-seat Classroom	Education 2 South (L28)	1st Floor	MT	60
<input type="button" value="+"/> L28-2201 60-seat Classroom	Education 2 South (L28)	2nd Floor	MT	60
<input type="button" value="+"/> L28-2206 60-seat Classroom	Education 2 South (L28)	2nd Floor	MT	60

Edit Service Reservation

Cancel/Edit

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

The screenshot shows the 'My Events' page. The left sidebar has 'MY EVENTS' highlighted with a red box. The main content area shows a table of reservations. The 'Recurring Lunch Meeting' and 'Training Session' rows are highlighted with red boxes. The 'Training Session' row has a checkmark in the 'Services' column.

Name	First/Last Booking ^	Location	Group	Services	ID	Status
Recurring Lunch Meeting	Mon Apr 5, 2021/ Mon May 3, 2021 (multi-booking)	Multiple	CUA-CS...		468641	Web Request
Training Session	Fri Apr 9, 2021/ Fri Apr 9, 2021 (single booking)	Research 2 (P15) - P15- 2100/3/5 - Krugman Conf. Hall (Trivisible)	CUA-CS...	✓	468645	Web Request

Tip: Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

Tip: Reservations that include service requests have a **Check Mark (✓)** in the **Services** column.

Step 2: Make any needed adjustments.

- **Cancel Services** will cancel all services in the reservation.
- **Manage Services** will allow you to cancel some services or edit some services.

The screenshot shows the 'Training Session' reservation details page. The 'Cancel Services' button in the 'Reservation Tasks' sidebar is highlighted with a red box. The 'Manage Services' button at the bottom of the 'Bookings' table is also highlighted with a red box.

Reservation Tasks

- [Add Services](#)
- [Cancel Services](#)
- [Booking Tools](#)
- [Cancel Reservation](#)
- [View Reservation Summary](#)
- [View Service Availability](#)
- [Send Invitation](#)
- [Add to My Calendar](#)

Bookings

Date ^	Start Time	End Time	Time Zone	Location	Status
Fri Apr 9, 2021	12:30 PM	1:30 PM	MT	Research 2 (P15) - P15-2100/3/5 - Krugman Conf. Hall (Trivisible)	Web Request

Tip: **View Services** will show a list of services and service details already included in the reservation.

Step 3: After clicking **Manage Services**, the main service window will open where individual services can be cancelled by clicking the **Minus Sign (-)** or edited by clicking **the pencil icon**.

< [Training Session \(468645\)](#)

Manage Services Reservation Details

Anschutz/Denver Housekeeping ?

Start Time [MT] 12:30 PM End Time [MT] 1:30 PM Service Type Event Staffing

Event Services

Event Staffing	Post - Event Cleanup
Post - Meal Trash Pickup	Pre - Event Cleanup
Restroom Servicing	

CU Anschutz Parking ?

Start Time [MT] 2:30 PM End Time [MT] 3:30 PM Service Type Event Use

Do you need parking for caterer(s)?
Choose one

Services Summary

<input type="button" value="⊖"/>	Anschutz/Denver Housekeeping, 12:30 PM - 1:30 PM, Event Staffing <input type="button" value="✎"/>	
<input type="button" value="⊖"/>	1 Post - Meal Trash Pickup <input type="button" value="✎"/>	\$ 0.00
	Sample request: please pick up at 1 pm	

Add

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

The screenshot shows the 'My Events' interface. On the left sidebar, the 'MY EVENTS' menu item is highlighted with a red box. The main content area shows a table of reservations. The 'Recurring Lunch Meeting' reservation name is highlighted with a red box. The table has columns for Name, First/Last Booking, Location, Group, Services, ID, and Status.

Name	First/Last Booking	Location	Group	Services	ID	Status
Recurring Lunch Meeting	Mon Apr 5, 2021/ Mon May 3, 2021 (multi-booking)	Multiple	CUA-CS...		468641	Web Request
Training Session	Fri Apr 9, 2021/ Fri Apr 9, 2021 (single booking)	Research 2 (P15) - P15- 2100/3/5 - Krugman Conf. Hall (Trivisible)	CUA-CS...	✓	468645	Web Request

Tip: Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

Tip: Reservations that include service requests have a **Check Mark** (✓) in the **Services** column.

Step 2: Make any needed additions.

- **Add Services** will allow you to add services to a reservation that does not have any.
- **Manage Services** will allow you to add new services to an existing service reservation.

The screenshot shows the details for a reservation named 'Training Session'. The 'Reservation Tasks' sidebar on the right has the 'Add Services' button highlighted with a red box. At the bottom of the page, the 'Manage Services' button is also highlighted with a red box.

Reservation Tasks

- [Add Services](#)
- [Cancel Services](#)
- [Booking Tools](#)
- [Cancel Reservation](#)
- [View Reservation Summary](#)
- [View Service Availability](#)
- [Send Invitation](#)
- [Add to My Calendar](#)

Bookings

Date	Start Time	End Time	Time Zone	Location	Status
Fri Apr 9, 2021	12:30 PM	1:30 PM	MT	Research 2 (P15) - P15-2100/3/5 - Krugman Conf. Hall (Trivisible)	Web Request

Tip: **View Services** will show a list of services and service details already included in the reservation. If it is not populating under the booking information, there are no services on this reservation.

Step 3: After clicking **Add Services**, a list of available Facilities services will populate. Click items to add them to your request, review any item details, and provide additional information in the **Special Instructions** field. The item will move over to the **Services Summary** section at the right once selected. Click **Next Step**.

NOTE: Services are different for each campus and will populate here according to the room's location. Not all services are available to all locations.

[← Recurring Lunch Meeting \(468641\)](#)

Select Services
Next Step

Anschutz/Denver Housekeeping ?

Time Zone
Mountain Time

Start Time 2:00 PM **End Time** 3:00 PM **Service Type** Event Staffing

Event Services

Event Staffing	Post - Event Cleanup
Post - Meal Trash Pickup	Pre - Event Cleanup
Restroom Servicing	

Services Summary

● Anschutz/Denver Housekeeping, 2:00 PM - 3:00 PM (Mountain Time), Event Staffing

- 1 Post - Event Cleanup
Please clean room at 1 pm

Step 4: Select the bookings to which to add the service items and click **Add Services**.

[← Select Services](#) / Recurring Lunch Meeting (468641)

Add Services
Add Services

<input type="checkbox"/>	Date ^	Booking Time	Service Time	Time Zone	Location	Event Name	Event Type	Result
<input type="checkbox"/>	Mon Apr 5, 2021	2:00 PM - 3:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2206 60-seat Classroom	Recurring Lunch Meeting	Meeting	
<input type="checkbox"/>	Wed Apr 7, 2021	3:00 PM - 4:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2304 30-seat Classroom	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Mon Apr 12, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2304 30-seat Classroom	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Wed Apr 14, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2304 30-seat Classroom	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Mon Apr 19, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2304 30-seat Classroom	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Wed Apr 21, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2304 30-seat Classroom	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Mon Apr 26, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2304 30-seat Classroom	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Wed Apr 28, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2304 30-seat Classroom	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Mon May 3, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	L28-2304 30-seat Classroom	Recurring Lunch Meeting	Meeting	

Tip: The top check box will automatically select all of the bookings.

Reserve Other Services & Resources

Facilities Services (without a room reservation)

Resource/Services Only requests are for when a service is required from Facilities Management in a space where there is no room reservation in EMS. Personal office service needs, visitor parking services, on-campus races, etc. are examples of when to use this reservation template.

Step 1: Log in, click **CREATE A RESERVATION**, scroll to the **Resource/Services Only** reservation template, and click **book now**:

Reservation Template	book now	about
CU Denver - Department Conference Rooms	book now	about
CU Denver - Student Work Spaces	book now	about
CU Denver - Terrace Room, LSC	book now	about
CU Anschutz - Audio Visual Equipment and Support	book now	about
CU Denver - Audio Visual Equipment and Support	book now	about
Disposals - Non CU Owned Buildings	book now	about
Disposals - CU Anschutz Facilities	book now	about
Disposals - CU Denver Facilities	book now	about
Permission to Film/Photograph on Campus	book now	about
Resource/Services Only	book now	about

Step 2: Fill out the **Date & Time** and **Location Details** sections on the left side of the page. The building selection will always be the **Facilities Service Request** building. Enter your actual building and room information in the **Location** field.

New Booking for Wed Mar 17, 2021 Next Step

Date & Time

Date: Wed 03/17/2021 Recurrence

Start Time: 8:00 AM End Time: 9:00 AM

Create booking in this time zone: Mountain Time

Location Details

Buildings: Facilities Service Request

Location *: Office room number

CU Anschutz Setup Personnel
Must be submitted by 4:00 PM at least 4 day(s) prior to the start of the booking
▼ Available to the following Building

CU Denver Electronic Access
Must be submitted by 4:00 PM at least 4 day(s) prior to the start of the booking
▼ Available to the following Building

CU Denver Setup
Must be submitted by 5:00 PM at least 4 day(s) prior to the start of the booking
▼ Available to the following Building

CU Denver Setup Personnel
Must be submitted at least 0 hour(s) prior to the start of the booking
▼ Available to the following Building

Anschutz/Denver Housekeeping
Must be submitted by 6:00 AM at least 4 day(s) prior to the start of the booking
▼ Available to the following Building

CU Anschutz Parking
Must be submitted by 6:00 AM at least 2 day(s) prior to the start of the booking
▼ Available to the following Building

CU Anschutz Police

Step 3: Read the information on the right side of the page for each service you are requesting. Once you have read the information, click **Next Step**.

Step 4: A list of services available to both campuses will populate. Scroll to find the campus and service, click items to add them to your request, review any item details, and provide additional information in the **Special Instructions** field. The item will move over to the **Services Summary** section at the right once selected.

Services For Your Reservation Next Step

CU Denver Electronic Access

Start Time [MT]: 8:00 AM End Time [MT]: 9:00 AM Service Type: Access

Access Requests

Building Access Dock Access

Elevator Access Room Access

CU Denver Setup

Start Time [MT]: 8:00 AM End Time [MT]: 9:00 AM Service Type: DT-Setup

Consultation

Setup Consultation

On Site Rental

5' Rectangular Table Chairs

Coat Rack Easel

Services Summary

- CU Anschutz Electronic Access, 8:00 AM - 9:00 AM, Access
 - 1 Building Access
 - Additional information provided here.
- CU Anschutz Setup, 8:00 AM - 9:00 AM, Setup
 - 1 Table - 6' Rectangular \$5.00
 - Instructions for where table should be placed.
- CU Anschutz Traffic, 8:00 AM - 9:00 AM, Closure
 - 1 Sidewalk Closure

Tip: To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.

Edit:  Remove: 

Step 5: You will be required to provide **Billing Information**. This field is located at the bottom of the page. Every reservation requires a billing speed type or billing address.

Billing Information


SpeedType(preferred) or Billing Address *









Tip: If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent 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.

Step 6: Once you have added all of your needed service items, click **Next Step**.

Next Step

Services Summary

Setup, 1:30 PM - 2:30 PM, Setup 

	1	Coat Rack 	\$10.00
	1	Recycle Bin 	\$7.50
	1	Table - 6' Rectangular 	\$5.00
	1	Trash Can 	\$7.50

Step 7: Fill out the **Event Details** and **Group Details** sections. The **Group** field will auto-populate. Fields bordered in **red** are required.

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *

1st Contact

1st Contact Name *

1st Contact Phone *

1st Contact Fax

1st Contact Email Address

Tip: For incorrect group association, contact association, or contact details, send a correction request to:

OIT-SchedulingServices@cuanschutz.edu

Step 8: Add any needed attachments in the **Attachments** section by clicking **Select your files**. Examples of attachments include room set up diagrams, detailed set up instructions, etc.

Attachments

Select your files Drag and drop your files here

Step 9: Answer the questions in the **Additional Information** section. Questions bordered in **red** are required. Click **Create Reservation**.

Additional Information

I certify that this event is for official CU Anschutz (university and hospital affiliates) business. *

Are you scheduling this event for an outside agency (non-affiliated entities)? *

Will there be alcohol served at this event? *

Will you use volunteers for your event? *

Will minors be participating in this event? *

Will there be vendors/third party contractors? *

Billing Information

SpeedType(preferred) or Billing Address *

Create Reservation

Surplus Disposal Requests

A surplus disposal request is submitted when you need to dispose of furniture, computer hardware, lab equipment, or office equipment. This includes refrigerators, freezers, microwaves or any item that contains electronics.

There are two options used to submit a disposal request depending on the item being disposed and its location, campus/building.

1. EMS Web App option: <https://schedule.ucdenver.edu/emswebapp/>

For non-capital furniture and computer hardware located in the following campus/building combinations, submit your disposal request through the EMS Web App using the link above and the instructions starting on the next page. “Non-capital” means that the initial cost of the item was less than \$5,000 and it does not have an asset tracking tag.

- Anschutz Medical Campus
 - Item located in any building except University Hospital (CU Health), CU Medicine, Children’s Hospital, Leprino, Bioscience 1 and 2 or any leased space: Use template [Disposals - CU Anschutz](#).
 - Item located in University Hospital (CU Health), CU Medicine, Children’s Hospital, Leprino, Bioscience 1 and 2 or any leased space: Use template [Disposals -Non-CU Owned Buildings](#).
- Denver Campus
 - Items in CU owned buildings, LSC, CU Building, Student Commons, Business School and Health and Wellness: Use template [Disposals - CU Denver](#).
 - Items located in Denver Campus leased space: Use template [Disposals - Non-CU Owned Buildings](#).

Instructions for submitting a request in the EMS Web App begin on the next page. Additional questions can be sent to Layna.Johnson@cuanschutz.edu.

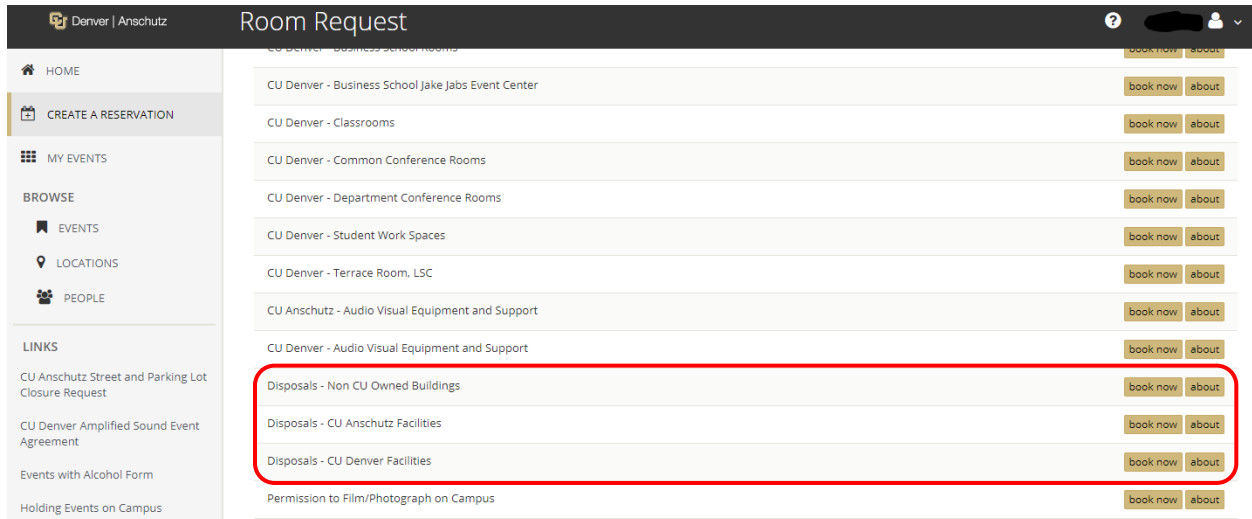
2. Formstack form option: https://forms.ucdenver.edu/secure/finance_am_disposal_request

For all items that require a GREEN TAG, are over \$5000 or have an asset tag, or campus/building combination not covered by the EMS Web App option, submit your disposal request on the Formstack disposal request form using the link above.

Feel free to email Finance.AM@ucdenver.edu with any questions on how to complete the Formstack disposal request form.

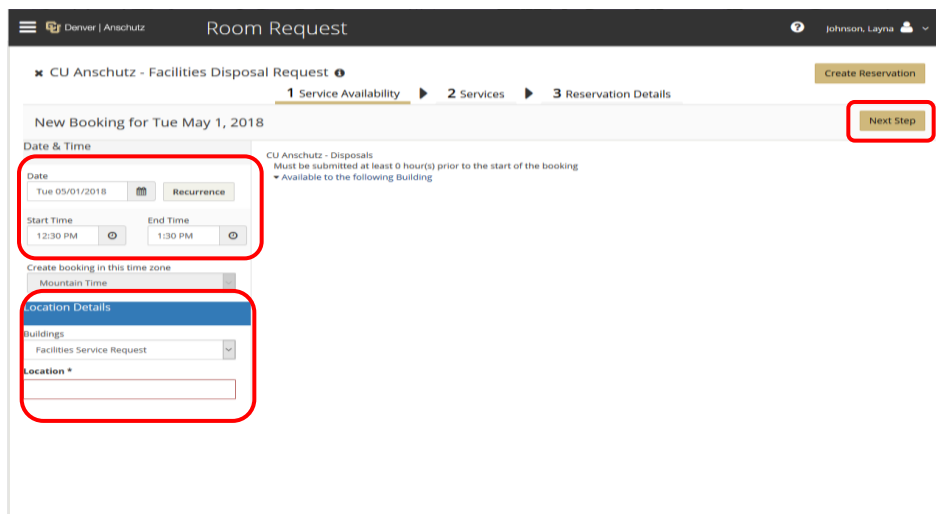
Surplus Disposal Requests in the EMS Web App

Step 1: Log in, click **CREATE A RESERVATION**, scroll to the **correct disposal template for your campus (Disposals - CU Anschutz, CU Denver or Non CU Owned Buildings)** and click **book now**. The **about** button next to each template has more information on which template is right for you.



Step 2: Fill out the **Date and Time** and **Location Details** sections on the left side of the page. The **Date and Time** section is just a placeholder for disposal requests. You can put any date and any time in these fields as long as it occurs in the future. The building selection will always be the **Facilities Service Request** building. Enter the actual building and room information where the items to be removed are located in the **Location** field.

Click **Next Step**.



Step 3: Select the item(s) you desire to have removed, answer any questions or provide any additional information. Speedtypes are required for all service requests in EMS, however, removal of items below are free of charge.

The screenshot shows the 'Room Request' form for CU Anschutz. The 'Services For Your Reservation' section is active, displaying 'CU Anschutz - Disposals'. It includes fields for 'Start Time [MT]' (1:00 PM), 'End Time [MT]' (2:00 PM), and 'Service Type' (Disposal). Below these are expandable categories: 'Furniture' (Chair, Desk, Other Office Furniture, Cubical Parts, File Cabinet, Shelves), 'Computer Equipment' (Computer, Desktop; Computer, Loose Hard Drives; Printer/Plotter; Server; Computer, Laptop; Keyboard/Mouse; Scanner; UPS), and 'Other' (Other Recyclable Items, Other Trash Items). A 'Billing Information' section at the bottom has a red-bordered input field for 'SpeedType(preferred) or Billing Address *'.

Your chosen item(s) will be moved over to the **Services Summary** section to the right.

Next Step

The 'Services Summary' section shows a summary of the selected service: 'CU Anschutz - Disposals, 1:00 PM - 2:00 PM, Disposal'. Below this, a list of items is displayed with edit icons: 1 Chair, 1 Computer, Laptop, and 1 Other Trash Items. A note at the bottom of the list reads: 'Please remove the papers in my office.'

Tip: To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.

Edit:  Remove: 

Step 4: Once you have added all of your required services, click **Next Step** at the top right of the page.

The screenshot shows a 'Next Step' button in a rounded rectangle at the top right. Below it is a 'Services Summary' section with a title bar. The summary lists a main event: 'CU Anschutz - Disposals, 1:00 PM - 2:00 PM, Disposal'. Underneath, there are three items: '1 Chair', '1 Computer, Laptop', and '1 Other Trash Items'. A note at the bottom says 'Please remove the papers in my office.'

Step 5: In the **Event Name** section enter *Disposal of XXX* (insert a general description of what you are having disposed). The **Event Type** will pre-populate to *Facilities Request Only*. In the **Group Details** section, the **Group** field will auto populate. In the **1st Contact** drop-down list, select your name. Fields bordered in **red** are required.

The screenshot shows the 'Room Request' form. The 'Reservation Details' section has 'Event Name' (bordered in red) and 'Event Type' (set to 'Facilities Request Only'). The 'Group Details' section includes 'Group' (CUA-CSA-Facilities Management), '1st Contact' (Layna Johnson), '1st Contact Phone' (303-724-0408), '1st Contact Email Address' (layna.johnson@ucdenver.edu), and '2nd Contact' (none).

Tip: For incorrect group association, contact association, or contact details, send a correction request to:

OIT-SchedulingServices@cuanschutz.edu

Step 6: Add any needed attachments in the **Attachments** section by clicking **Select your files**. Attachments could include information you would like to provide to the disposal team.

The screenshot shows the 'Attachments' section with a 'Select your files' button and a text area that says 'Drag and drop your files here'.

Step 7: Scroll to the bottom or top of the page and click **Create Reservation** to submit your request.

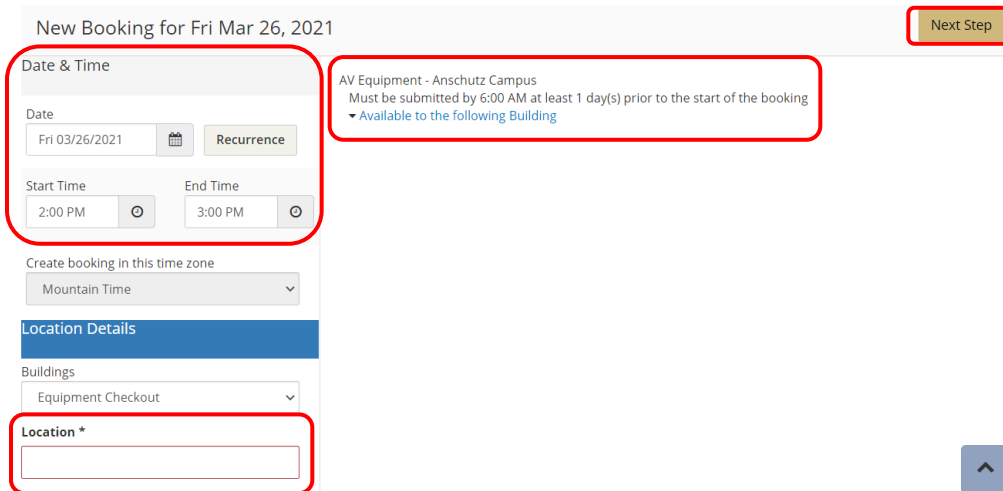
The screenshot shows the 'Billing Information' section with a 'SpeedType(preferred) or Billing Address' field containing '6102xxxx'. At the bottom right, there is a 'Create Reservation' button in a rounded rectangle.

Audiovisual Equipment and Support

Step 1: Log in, click **CREATE A RESERVATION**, scroll down, and click **book now** for either **CU Denver – Audio Visual Equipment and Support** or **CU Anschutz – Audio Visual Equipment and Support**, depending on the appropriate campus.



Step 2: Complete the **Date & Time** and **Location Details** sections on the left side of the page. The building selection will always be the **Equipment Checkout** building. Enter the building and room information for the event in the **Location** field. Click **Next Step**.



Step 3: A list of equipment and support options will populate. Click items to add them to your request, fill out the needed **Quantity**, and any **Special Instructions**.

AV Equipment - Anschutz Campus	
Audio	
Microphone Stand	Sound System (Indoor)
Sound System (Outdoor)	Conference Phone - Polycom w/2 ext. mics
Audio Recorder	Microphone - Hand held Wireless
Microphone - Lavalier (wireless)	Microphone - Wired
Computer	
HDMI to VGA Video Adaptor	Microphone USB
Slide Advancer - Remote Control	Web Cam
Laptop PC	Mac Video Adapter

Microphone - Hand held Wireless - \$15.00 Half Day, \$30.00 Full Day based on Reserved hours. ×



Image for illustration purposes only. Actual item may vary.

- 1 +

(available inventory: 7)

Special Instructions

OK Cancel

Tip: If requesting technical assistance or staffing, provide the start/end time of the event in the **Special Instructions** field.

Tip: If requesting microphones, keep in mind that many rooms already have microphones included in the room, and this request will add additional microphones not already included in the room.

The selected items will move over to the **Services Summary** section at the right.

Services For Your Reservation Next Step

AV Equipment - Anschutz Campus	Services Summary																															
<table border="1"> <thead> <tr> <th colspan="2">AV Equipment - Anschutz Campus</th> </tr> </thead> <tbody> <tr> <td colspan="2">Audio</td> </tr> <tr> <td>Microphone Stand</td> <td>Sound System (Indoor)</td> </tr> <tr> <td>Sound System (Outdoor)</td> <td>Conference Phone - Polycom w/2 ext. mics</td> </tr> <tr> <td>Audio Recorder</td> <td>Microphone - Hand held Wireless</td> </tr> <tr> <td>Microphone - Lavalier (wireless)</td> <td>Microphone - Wired</td> </tr> <tr> <td colspan="2">Computer</td> </tr> <tr> <td>HDMI to VGA Video Adaptor</td> <td>Microphone USB</td> </tr> <tr> <td>Slide Advancer - Remote Control</td> <td>Web Cam</td> </tr> <tr> <td>Laptop PC</td> <td>Mac Video Adapter</td> </tr> </tbody> </table>	AV Equipment - Anschutz Campus		Audio		Microphone Stand	Sound System (Indoor)	Sound System (Outdoor)	Conference Phone - Polycom w/2 ext. mics	Audio Recorder	Microphone - Hand held Wireless	Microphone - Lavalier (wireless)	Microphone - Wired	Computer		HDMI to VGA Video Adaptor	Microphone USB	Slide Advancer - Remote Control	Web Cam	Laptop PC	Mac Video Adapter	<table border="1"> <thead> <tr> <th colspan="2">AV Equipment - Anschutz Campus</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Microphone - Wired ✎</td> <td>\$15.00 Half Day, \$30.00 Full Day based on Reserved hours.</td> </tr> <tr> <td>1</td> <td>Technical Assistance and Setup ✎</td> <td>\$22.50</td> </tr> <tr> <td colspan="3">The event will start at noon and end at 1 pm.</td> </tr> </tbody> </table>	AV Equipment - Anschutz Campus		1	Microphone - Wired ✎	\$15.00 Half Day, \$30.00 Full Day based on Reserved hours.	1	Technical Assistance and Setup ✎	\$22.50	The event will start at noon and end at 1 pm.		
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Tip: To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.

Edit:

Remove:

Step 4: When finished selecting equipment, provide your speed type or billing address in the **Billing Information** section, and click **Next Step**.

Billing Information

SpeedType(preferred) or Billing Address *

Tip: If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent 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.

Services For Your Reservation Next Step

AV Equipment - Anschutz Campus	
Audio	
Microphone Stand	Sound System (Indoor)
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1	Microphone - Wired ✎ \$15.00 Half Day, \$30.00 Full Day based on Reserved hours.
1	Technical Assistance and Setup ✎ \$22.50
The event will start at noon and end at 1 pm.	

Step 5: Fill out the **Event Details** and **Group Details** sections. The **Group** field will auto-populate. Fields bordered in **red** are required.

Reservation Details

Event Details

Event Name * Event Type *

Group Details

Group *
CUA-CSA-OIT Technology Support Services

1st Contact
(temporary contact)

1st Contact Name *
(temporary contact)

1st Contact Phone * 1st Contact Fax

1st Contact Email Address *

Tip: For incorrect group association, contact association, or contact details, send a correction request to:

OIT-SchedulingServices@cuanschutz.edu

Step 6: Add any needed attachments in the **Attachments** section by clicking **Select your files**. Examples of attachments include room set up diagrams, detailed set up instructions, etc.

Attachments

Select your files Drag and drop your files here

Step 7: Answer the questions in the **Additional Information** section. Questions bordered in **red** are required.

Additional Information

I certify that this event is for official CU Anschutz (university and hospital affiliates) business. *

Choose one

If request is for a course, please provide course number.

Will you be picking up or would you like delivery (Charges will apply)? *

Choose one

Do you require technical assistance with setup? (Charges may apply)

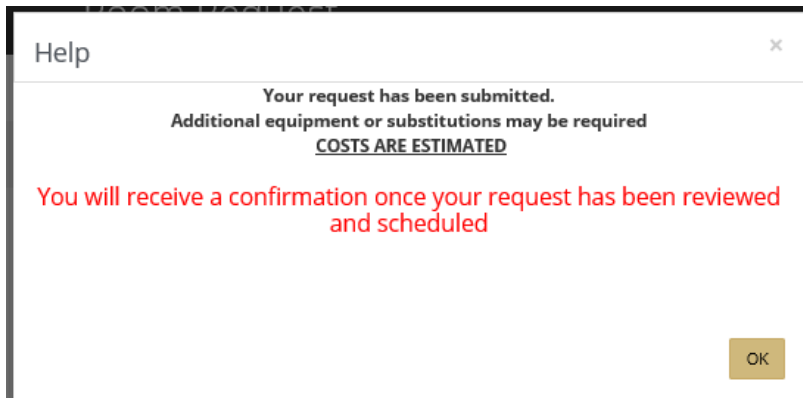
Choose one

Is there any other information that you feel is important?

For rates information copy and paste the following url into your browser: <https://www1.ucdenver.edu/offices/office-of-information-technology/services/billing-and-rates>

Step 8: Click **Create Reservation**.

Create Reservation



Videoconferencing and Event Recording

Step 1: Log in, click **CREATE A RESERVATION**, scroll to **ON CAMPUS Videoconferencing and Event Recording**, and click **book now**.







Step 2: Complete the **Date & Time** section on the left side of the page and click **Search**. The **Locations** selection will always show **Video Conference Bridge**.

The screenshot shows the 'Date & Time' section of the reservation form. The 'Date' field is set to 'Fri 03/12/2021' and has a 'Recurrence' button next to it. The 'Start Time' is '8:00 AM' and the 'End Time' is '9:00 AM'. Below this is a dropdown menu for 'Create booking in this time zone' set to 'Mountain Time'. In the 'Locations' section, 'Video Conference Bridge' is selected. A 'Search' button is located at the bottom of the form.

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*).

Step 3: Click on one of the **Add (+)** buttons to select an available **Video Conference Connection**.



Rooms You Can Request					
	Video Conference Connection 1	Video Conference Bridge	(none)	MT	9999
	Video Conference Connection 2	Video Conference Bridge	(none)	MT	9999
	Video Conference Connection 3	Video Conference Bridge	(none)	MT	9999
	Video Conference Connection 4	Video Conference Bridge	(none)	MT	9999

Step 4: Your selected video conference connection will move to the top under the **Selected Rooms** section. Click **Next Step**.

✕ Videoconferencing and Event Recording ⓘ
My Cart (1) [Create Reservation](#)

1 Rooms ▶ 2 Reservation Details

New Booking for Fri Mar 12, 2021 [Next Step](#)

Date & Time Date Fri 03/12/2021  Recurrence Start Time 8:00 AM 	Selected Rooms ● Video Conference Connection 1 Room Search Results LIST SCHEDULE <input type="checkbox"/> Favorite R... Find A Room Search
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
Step 5: Fill out the **Event Details**, **Group Details**, and **Additional Information** sections. Fields bordered in **red** are required.

Reservation Details

Event Details

Event Name * Event Type * Videoconference

Group Details

Group * 

1st Contact

Attachments

Drag and drop your files here

Additional Information

ORGANIZATION Requesting Conference *

DEPARTMENT requesting Conference *

DIVISION requesting conference

CENTER requesting conference

PROGRAM requesting conference

Step 6: Provide your speed type or billing address in the **Billing Information** section.

Billing Information

SpeedType(preferred) or Billing Address *

Step 7: Click **Create Reservation**.

Create Reservation

Help ×

Your request has been submitted.

You should receive a confirmation within 3 business days

If you need additional Audio Visual equipment please call 303-724-8129

Changes to any information for this request found on the "Additional Information" tab (including changes to Zoom ID) **MUST** be completed by contacting the Videoconference Bridge at 303-724-8121.

For rates information, visit <http://bit.ly/CUVidConFees>.

OK

You will receive a confirmation email within 3 business days.

Zoom Services

Zoom is the university supported software for web conferencing. Zoom is a unified cloud-based web and video conferencing platform that is offered by OIT as a self-service collaboration solution.

- To get started, log in to Zoom with your university credentials at <https://ucdenver.zoom.us/>

Zoom Webinars or Zoom Meeting Hosting/Support

Step 1: Log in, click **CREATE A RESERVATION**, scroll to **Zoom Webinars or Zoom Meeting Hosting/Support**, and click **book now**.

The screenshot shows the 'Room Request' interface for CU Denver | Anschutz. The left sidebar has a 'CREATE A RESERVATION' button highlighted with a red box. The main content area lists various reservation categories, with 'ZOOM Webinars or ZOOM Meeting Hosting/Support' at the bottom, where the 'book now' button is also highlighted with a red box.

Category	Book Now Button
CU Denver - Student Work Spaces	book now
CU Denver - Terrace Room, LSC	book now
CU Anschutz - Audio Visual Equipment and Support	book now
CU Denver - Audio Visual Equipment and Support	book now
Disposals - Non CU Owned Buildings	book now
Disposals - CU Anschutz Facilities	book now
Disposals - CU Denver Facilities	book now
Permission to Film/Photograph on Campus	book now
Resource/Services Only	book now
ON CAMPUS Videoconferencing and Event Recording	book now
ZOOM Webinars or ZOOM Meeting Hosting/Support	book now

Step 2: Complete the **Date & Time** section on the left side of the page and click **Search**. The **Locations** selection will always show **Video Conference Bridge**.

Date & Time

Date
 Recurrence

Start Time End Time

Create booking in this time zone

Locations Add/Remove

Video Conference Bridge

Search

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*).

Step 3: Click on one of the **Add (+)** buttons to select an available **Webinar Connection** and attendee limit or select an available **Zoom Meeting Connection**.

- Zoom Meetings are for more interactive sessions with audience participation throughout.
- Zoom Webinars are for virtual town hall-type meetings with larger audiences that are often open to general public populations, with little or no interaction among the attendees.
- For rates information, visit <http://bit.ly/CUvidConFees>

Rooms You Can Request					
	Webinar 500 Connection 1	Video Conference Bridge	(none)	MT	500
	Webinar 500 Connection 2	Video Conference Bridge	(none)	MT	500
	Webinar 500 Connection 3	Video Conference Bridge	(none)	MT	500
	Webinar 500 Connection 4	Video Conference Bridge	(none)	MT	500
	Webinar 1000 Connection 1	Video Conference Bridge	(none)	MT	1000
	Webinar 1000 Connection 2	Video Conference Bridge	(none)	MT	1000
	Webinar 3000 Connection 1	Video Conference Bridge	(none)	MT	3000
	Webinar 3000 Connection 2	Video Conference Bridge	(none)	MT	3000
	Zoom Meeting 300 Connection 1	Video Conference Bridge	(none)	MT	300
	Zoom Meeting 300 Connection 2	Video Conference Bridge	(none)	MT	300

Step 4: Enter the number of attendees and click **Add Room**. The *Setup Type* field will default to the connection selected in the previous step.

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees *

700

Setup Type *

Webinar 1000 attendee max

Add Room Cancel

Step 5: Your selected Webinar or Meeting connection will move to the top under the **Selected Rooms** section. Click **Next Step**.

✕ ZOOM Webinars or ZOOM Meeting Hosting/Support ⓘ My Cart (1) Create Reservation

1 Rooms ▶ 2 Services ▶ 3 Reservation Details

New Booking for Fri Mar 12, 2021 Next Step

Date & Time Selected Rooms Attendance & Setup Type

Date Fri 03/12/2021 Recurrence

Start Time 8:00 AM End Time 9:00 AM

Webinar 1000 Connection 1

Room Search Results LIST SCHEDULE

Find A Room Search

Step 6: A list of optional services, support, or features will populate. Click items to add them to your request, review any item details, and provide additional information in the **Special Instructions** field. The item will move over to the **Services Summary** section at the right once selected.

Video Conferencing

Zoom Webinar and Meeting Support Services

Attendee Report at Conclusion of Event	Content Sharing Support (i.e. slide advancing)
Creating and Managing Breakout Rooms	Event Recording
Event Recording Editing	Hold Music for Waiting Attendees
Invitation Distribution and Support	Live Meeting Polling
Multiple Panelist and Associated Management	Post-Webinar Survey and Reporting
Pre-Event Dry Run	Pre-Event Planning Meeting
Other Requests	

Services Summary

Video Conferencing

- 1 Event Recording \$10.00 per Event hr.
- 1 Attendee Report at Conclusion of Event
- 1 Live Meeting Polling

Tip: To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.



Step 7: Provide your speed type or billing address in the **Billing Information** section and click **Next Step**.

Services For Your Reservation Next Step

Video Conferencing	
Zoom Webinar and Meeting Support Services	
Attendee Report at Conclusion of Event	Content Sharing Support (i.e. slide advancing)
Creating and Managing Breakout Rooms	Event Recording
Event Recording Editing	Hold Music for Waiting Attendees
Invitation Distribution and Support	Live Meeting Polling
Multiple Panelist and Associated Management	Post-Webinar Survey and Reporting
Pre-Event Dry Run	Pre-Event Planning Meeting
Other Requests	

Billing Information

SpeedType(preferred) or Billing Address *

Services Summary

- Video Conferencing
 - 1 Event Recording \$10.00 per Event hr.
 - 1 Attendee Report at Conclusion of Event
 - 1 Live Meeting Polling

Step 8: Fill out the **Event Details**, **Group Details**, and **Additional Information** sections. Fields bordered in **red** are required.

Reservation Details

Event Details

Event Name * Event Type *

Group Details

Group *
CUA-CSA-OIT Technology Support Services

1st Contact
(temporary contact)

1st Contact Name *
(temporary contact)

1st Contact Phone * 1st Contact Fax

1st Contact Email Address *

Additional Information

Do you expect to have live audience participation? *

For interactive Zoom meetings, please provide a Zoom Meeting ID: *

Are you scheduling this for an outside agency? *

Do you want this recorded? Recording file is MP4 via O365 (University login required to access and download file). *

For on-campus location support, please provide
Campus/Building/Room #:

Is there any other information that you feel is important?

Step 9: Click **Create Reservation**.

Create Reservation

Help x

Your request has been submitted.

You should receive a confirmation within 3 business days

If you need additional Audio Visual equipment please call 303-724-8129

Changes to any information for this request found on the "Additional Information" tab (including changes to Zoom ID) **MUST** be completed by contacting the Videoconference Bridge at 303-724-8121.

For rates information, visit <http://bit.ly/CUVidConFees>.

OK

You will receive a confirmation email within 3 business days.

Learn More

Contacts

Room Reservation Requests

CU Anschutz – EMS Support – OIT-SchedulingServices@cuanschutz.edu

CU Denver – Office of the Registrar – 303.315.2600

Facilities Service Requests

CU Anschutz – Facilities Management Dispatch – 303.724.1777

CU Denver – Facilities Management Dispatch – 303.315.7777

Classroom and Audio/Video Related Questions

OIT Service Desk – 303.724.4357 (4-HELP)

Classroom Support Help Desk

CU Anschutz – 303.724.8129

CU Denver (for CU Denver Owned Buildings) – 303.315.2055

Links

EMS Web App: <https://schedule.ucdenver.edu/emswebapp>

Events on Campus Website: www.ucdenver.edu/eventsoncampus

Supplemental documentation

This User's Guide as well as other supplemental user documentation is available on the **Site**

Home page of the EMS Web App.