Virtual EMS Quick Reference Guide
TN Tech

Submitting an Event or Meeting Request through Virtual EMS:

1. First, navigate to https://emsweb.tntech.edu/VirtualEMS/ using the browser of your choice.

2. Go to 'My Account > Log in' to log in. Use your TTU username and password.

3. Once logged in, go to 'Reservations' and then select the appropriate request form depending on the nature of your request.

4. Next, enter your desired date, time, and attendance (All fields next to a * are required)
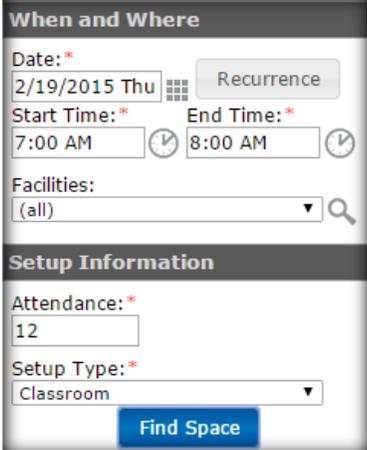
5. If you need to schedule a recurring meeting or event, click the 'Recurrence' button. Enter your desired meeting pattern and then click 'Apply Recurrence'. Don't forget to set the range of your recurrence at the bottom of the window. Whether you apply a recurrence or not, next you need to click 'Find Space'.

6. If requesting a single date you will see the availability grid below. Click the plus sign next to the room or rooms that you want to request and it will then move to the top under 'Selected Locations'. To unselect a location, simply click the 'X' next to the location you want to remove.

7. If using a recurrence you will see a list of available rooms along with the number of dates in the recurrence on which the room is available.

8. Once you have selected your room(s), move on to the 'Details' tab to enter the remaining information. Any field with a red asterisk is required in order to submit a request.

9. Now you can click 'Submit' at the bottom of the form, after which you will see the following. Note the status of 'Requested' on your screen. Once the request is processed you will receive a confirmation email or be contacted for additional information, and the status will be updated to 'Confirmed'.

10. The page from step 9 can be returned to later by visiting 'View My Requests' while being logged in to Virtual EMS. Individual bookings can be cancelled or edited under the 'Actions' column by clicking the 'X' or pencil & paper icon respectively.

Requesting or Updating Services After Submitting a Room Request:

1. After logging in, first go to 'View My Requests' under the 'Reservations' menu.

2. Under the 'Services' column click the plus sign, which will take you to your available and existing services for that booking:

3. After clicking on the service you want, first indicate the start and end time (if prompted). Check the box next to the item you want and change the quantity or add special instructions if applicable. When finished, click 'Save'.

4. To remove an item, click the 'X' next to the item you wish to remove (similar to removing a location from a request or cancelling an existing booking.