

## EMS Web App - Reserving Classrooms and Conference Rooms

<https://reservations.seattleu.edu/EmsWebApp/>

You must first request an account before you may access the EMS Web App. Once you have filled out the online account request and received a confirmation of your account, point any internet browser to the following address: <https://reservations.seattleu.edu/EmsWebApp/>

(NOTE: In order to access the website, you must be on campus using the SU\_Secure network, or be connected via the [VPN](#) or [Virtual Desktop](#) if you are off-campus.)

### Login Page

Click on the My Home tab to get to the Sign In page. Use your SU email address and your password to log in (does not sync with the SU login - you must set and reset this password in this system manually).

Sign In

SU Email Address \*

Password \*

Sign In

⚠ I've forgotten my password.

Welcome, Guest.

Request An Account

### My Home Page

SEATTLEU

HOME MY HOME

My Reservation Templates

Reserve a Conference Room book now about

Reserve a Classroom book now about

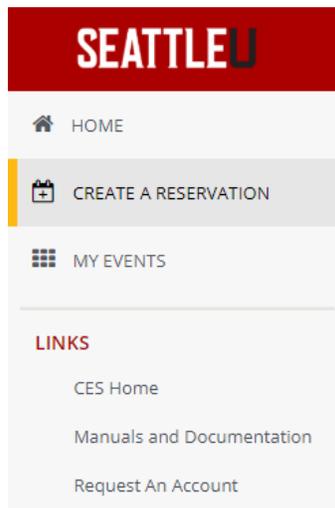
My Bookings

MARCH 28, 2019 SEARCH Pacific Time [PT]

Day Month Date Previous Today Next

There are no bookings for March 28, 2019

Create a Reservation:



Click on the “book now” button to the right of the booking template you would like to use. I am using “Reserve a Conference Room” for this example.



✕ Reserve a Conference Room ⓘ

My Cart (0) [Create Reservation](#)

1 Rooms ▶ 2 Reservation Details

New Booking for Fri Mar 29, 2019

[Next Step](#)

Date & Time

Date: Fri 03/29/2019 [Recurrence](#)

Start Time: 10:00 AM End Time: 11:00 AM

Create booking in this time zone: Pacific Time

Locations: (all) [Add/Remove](#)

[Search](#)

[Let Me Search For A Room](#)  
[I Know What Room I Want](#)

Room Name:

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

[LIST](#) [SCHEDULE](#)

Favorite Roo...  [Search](#)

	Cap	9 AM	10	11	12 PM	1	2	3	4	5	6	7	8
<b>Rooms You Can Reserve</b>													
<b>Casey Building (PT)</b>													
+	Casey 220	10											
+	Casey 515	24											
+	Casey 520	12											
+	Casey 525	24											
<b>Chardin Hall (PT)</b>													
+	Chardin 124 - Mee...	15											
<b>Garrand Building (PT)</b>													
	Cap	9 AM	10	11	12 PM	1	2	3	4	5	6	7	8

Use the date picker to pick your date and enter in your start time and end time. The default choice is to let the Web App search for a room for you. Click the red Search button to populate a list of rooms. A green bar means the room is available. You can also click the Schedule tab for a calendar grid view.

Click on the plus sign on the left of the room name to add the room to your Cart.

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

[LIST](#) [SCHEDULE](#)

Favorite Roo...  [Search](#)

	Room	Location	Floor	TZ	Cap	Filter Match
<b>Rooms You Can Reserve</b>						
+	Casey 220	Casey Building	2nd Floor	PT	10	<div style="width: 100%; height: 10px; background-color: green;"></div>
+	Casey 515	Casey Building	5th Floor	PT	20	<div style="width: 100%; height: 10px; background-color: green;"></div>

Enter in the estimated number of Attendees, and click Add Room. The room is now in your Cart.

My selected room has jumped to the top of the screen as my selection under Selected Locations. I can undo this by clicking the minus sign next to the room to remove the room from your cart.

Click on the red “Next Step” button on the right side to continue, or you may also click on the “2 Reservation Details” tab in the middle of the page.

**SEATTLEU** Room Request ? CES

Reserve a Conference Room My Cart (1) Create Reservation

1 Rooms | 2 Reservation Details

New Booking for Fri Mar 29, 2019 Next Step

Date & Time | Selected Rooms | Attendance & Setup Type

Date: Fri 03/29/2019 | Recurrence

Start Time: 10:00 AM | End Time: 11:00 AM

Create booking in this time zone: Pacific Time

Locations: (all) | Add/Remove | Search

Selected Rooms: Casey 220

Room Search Results

LIST | SCHEDULE

Room	Location	Floor	TZ	Cap	Filter Match
Rooms You Can Reserve					
- Casey 220	Casey Building	2nd Floor	PT	10	<input type="checkbox"/>
+ Casey 515	Casey Building	5th Floor	PT	20	<input type="checkbox"/>
+ Casey 520	Casey Building	5th Floor	PT	10	<input type="checkbox"/>
+ Casey 525	Casey Building	5th Floor	PT	20	<input type="checkbox"/>
+ Chardin 124 - Meeting Room	Chardin Hall	1st Floor	PT	15	<input type="checkbox"/>
+ Garrand 314 - Conference Room	Garrand Building	3rd Floor	PT	9	<input type="checkbox"/>
+ Student Center 122 - Jolly Lounge	Student Center	1st Floor	PT	10	<input type="checkbox"/>

Room Name:

Let Me Search For A Room | I Know What Room I Want

You will be taken to the “2 - Reservation Details” tab. Enter in all of the required (\*) information, including Event Name and Requestor (your name Last, First). Once you have selected your name, default contact information may populate the Phone and Email fields, which you may edit as needed.

You MUST select one answer from the all of the required drop down menus at the bottom of the screen before you click on the Create Reservation button to complete your reservation or you will receive an error message.

**NOTE:** Make sure to check the “I have read and agree to the terms and conditions” box at the very bottom. (Picture on the following page.)

✕ Reserve a Conference Room ?

My Cart (1)

**Create Reservation**

1 Rooms ▶ 2 Reservation Details

### Reservation Details

#### Event Details ?

**Event Name \***

**Event Type \***

#### Client Details ?

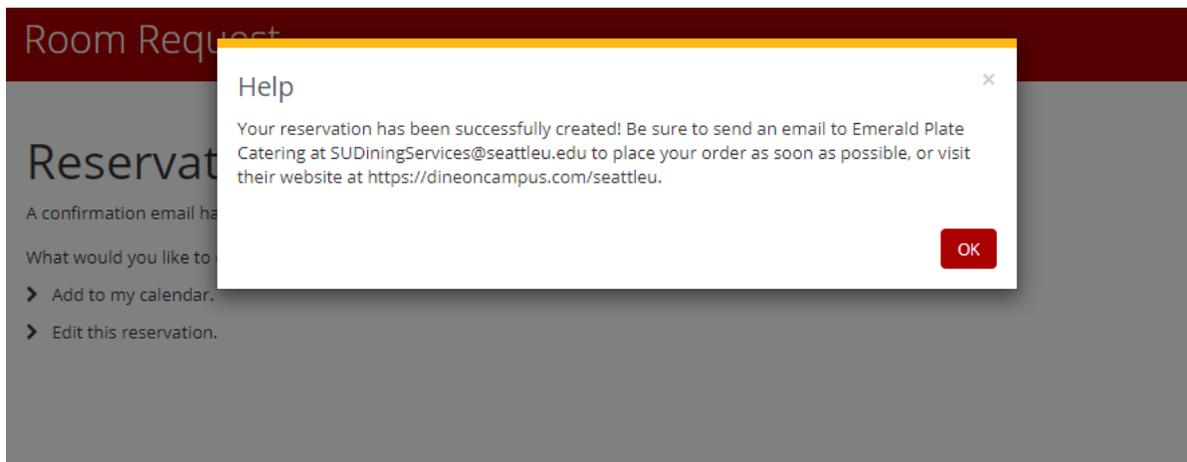
**Client \***

**Requestor**

**Requestor Phone \***  **Requestor Cell Phone**

**Requestor Email Address \***

Once all this has been done, click Create Reservation to reserve your room. A success message will pop up, and you should receive an email confirmation.



Check out our website for more information on how to use the EMS Web App:  
<https://www.seattleu.edu/ces/our-services/ems-web-app/>

If you have any more questions about the EMS Web App, please contact the CES front desk at 206-296-5620 or [rooms@seattleu.edu](mailto:rooms@seattleu.edu)!