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).

My Home Page

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.

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.

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.

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.)

☰ SEATTLEU   Room Request   ❓   CES 👤 ⌄

✖ Reserve a Conference Room ❶   🛒 My Cart (1)   **Create Reservation**

1 Rooms   ▸   **2** Reservation Details

Reservation Details

Event Details   ❓

Event Name *

[   ]

Event Type *

[Meeting   ▾]

Client Details   ❓

Client *

[Conference and Event Services   ▾]

Requestor

[Eastman, Matt   ▾]   [🔍]

Requestor Phone *
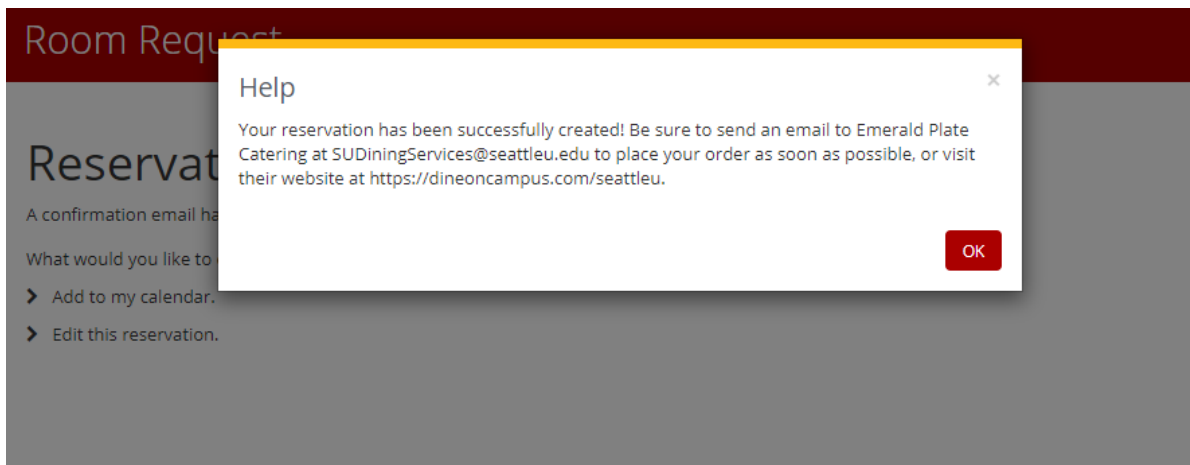
[(206) 296-6039]

Requestor Cell Phone

[   ]

Requestor Email Address *

[eastmanmatth@seattleu.edu]

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.

Room Request

Help   ✖

Reservat

A confirmation email ha

Your reservation has been successfully created! Be sure to send an email to Emerald Plate Catering at SUDiningServices@seattleu.edu to place your order as soon as possible, or visit their website at https://dineoncampus.com/seattleu.

What would you like to

❯ Add to my calendar.

❯ Edit this reservation.

OK

Check out our website for more information on how to use the EMS Web App: https://www.seattleu.edu/ces/plan-an-internal-event/#id1002602.

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!