



As of Fall 2016, Virtual EMS is used to book space on the SUNY Potsdam campus.

All academic room requests should be made via Virtual EMS. Virtual EMS is used to book space for meetings, study sessions, guest speakers, student organization events, etc.

Submitting Room Requests Through Virtual EMS:

1. Go to <https://ems-web.potsdam.edu/emswebapp/>.
2. Log in using your SUNY Potsdam username and password.
3. Under My Reservation Templates choose Academic Room Request and click on the “book now” button on the right hand side.
4. Next, enter your desired date and time. You can then search for available space by clicking “Add/Remove” under Locations, or clicking on Let Me Search For a Room, or I Know What Room I want. The Add/Remove button acts as a filter, allowing you to choose a specific building you would like to search in. Under Let Me Search For a Room, you can select a setup type (always choose Academic when requesting an academic space) and enter the number of people attending the event. This will narrow the available options. Selecting I Know Which Room I Want will allow you to enter a specific room.
- 4a. If you need to schedule a recurring meeting or event, click the “Recurrence” button. Enter your desired meeting pattern and then click “Apply Recurrence.”
5. If requesting a single date, you will see the availability grid. **Rooms that are already in use will be blue; rooms that are available will appear white.** Click the plus sign next to the room(s) that you would like to request and the location will then move to the top of the screen under “Selected Room.” To unselect a location, click the minus sign next to the location you want to remove.
6. Once you have selected your room(s), click the “Next Step” button on the top right hand side. You will receive a message called Services For Your Reservation. Academic rooms do not offer any special services, so click “Next Step” again.
 - a. The Event Name should be specific (Geology Club Meeting, etc.) but does not need to be detailed.
 - b. The Event Type has to be selected from the drop down list.
 - c. Group: Use the magnifying glass to search for a specific group. When you start typing the name the group will pop up. Click on the group you belong to. To remove the group, click on the minus sign next to it. Click “Close.” The group should automatically populate the group field but if it doesn’t show, click the drop down menu and select it.



- i. Students should select the appropriate student group or “SUNY Potsdam Student(s)” if they booking for themselves.
 - ii. Faculty and Staff should choose their department.
 - d. 1st Contact: Select temporary contact and put in name, phone and email address.
7. Now click “Create Reservation” in green at the top or bottom of the form. You will then see a message saying “Reserved!” **Please note, while the request has been submitted to the Registrar’s Office, this does not confirm the reservation of the requested space. Once the request is processed, you will receive a confirmation or denial email, or be contacted for additional information.**

To Change or Cancel A reservation Request:

1. Log in using your SUNY Potsdam username and password.
2. Click on my events.
3. Click on the event name you want to cancel.
4. You have the option to edit or update reservation details.
5. To cancel, below Bookings, click the red circle with a dash through it. Select yes to confirm your reservation is cancelled.