How to Request Space using Virtual EMS
Go to [http://virtualems.cca.edu/](http://virtualems.cca.edu/) and log into EMS by selecting My Account

Welcome to CCA's Virtual EMS system. Please use the links at the top to navigate the Web site.

**To Login**, go to My Account and select "Log In". Log in using your CCA User ID (your e-mail address without @cca.edu) and your password.

**Browse** - You may browse scheduled events (Browse Events), find information about room capacities (Browse Facilities), or search for available space (Browse for Space).

**Room Requests** - You may submit a reservation request by selecting the appropriate template (Basic Room Reservations, Room Request with Additional Furniture, Macky Requests, SF Boardroom Requests). You may also see the status of your requested events (View My Requests).

**My Account** - You may log out of the system and/or edit your profile.

**Links** - Helpful links are available for your convenience.

Use your email address minus the @cca.edu

Use your email password as the password
Hover your cursor over Reservations and select a template (see template descriptions below).

1. **Basic Room Reservation** — Use this template for one-off or recurring meetings where you will only need a room to meet.

2. **Room Request with Additional Furniture** — Use this template if you need a space and require furniture beyond what exists in the room.

3. **Macky Requests** — Use this template to request the Macky Conference Room in Oakland.

4. **SF Boardroom Requests** — Use this template to request the Helzel Boardroom in San Francisco.
Enter your event basics.

1. Enter the date of your event (if there are multiple dates, click Recurrence)
2. Enter the start and end time of your event
3. If desired, choose Area (campus) and/or Facilities (building)
4. Enter expected attendance
5. Click Find Space
Select your desired room(s)

Based on your search criteria, a list of rooms will be displayed.

The two red lines indicate the time you requested. If you see a blue bar within those lines, that’s indicating an event already scheduled in that space - you won’t be able to choose that room.

To select a room, click the next to the room. You can select multiple rooms.

To view information about a particular room, simply click on the room name.
Once you click to choose a room, that room will move to the top of the screen. To delete this selection, click on.

If you delete a selection, you may want to click find space again to refresh.
Once you have selected your room(s) click Continue at the bottom.
On this screen you will be asked to provide additional information about your event.

Anything with a red * is required information.

The first time you use Virtual EMS you will need to select a Group (Department). To do this click on the magnifying glass and then search for your department. See the next page for more detailed instructions.
How to add yourself to a group.

1. Click on the magnifying glass.

2. Type in the first few letters of your *department*, then click the magnifying glass again.

3. Click + to add that group, then click Done.
You are now added to that group.

You will only need to do this one time. After doing this once, your group/department will be remembered for each subsequent request.
After you click Submit Reservation you’re taken to a summary screen. Here you’ll be able to see and do several things:

1. See the details and status (defined on the next page) of your event
2. Edit your reservation
3. Add more bookings (dates and times)
4. Cancel bookings
5. Add event to your personal calendar
**Statues**

Events always have a status. These statuses help you understand where your request is in the approval process. Below is a list of statuses and their definitions.

**Web Request Pending** – you have submitted a request in Virtual EMS and it is waiting to be reviewed by the Scheduling Manager  
**Confirmed** – your event is confirmed – all approvals have been given  
**Facilities Pending** – your request has been sent to Facilities for review  
**Facilities Confirmed** – your request has been approved by Facilities  
**Facilities Declined** – your request has been declined by Facilities  
**Media Center Pending** – your request has been sent to the Media Center for review  
**Media Center Info Gather** – the Media Center needs to speak to you about your AV request  
**Media Center Approved** – the Media Center has approved your AV request  
**Media Center Declined** – the Media Center has declined your AV request