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

Use your email address minus the @cca.edu
Use your email password as the password
Hover your cursor over Browse and select Browse for Space.

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).

Reservations - 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.
1. Rooms and their capacities are listed on the left, time of day is at the top
2. Existing bookings are shown as a blue bar on the right.
3. If you click on the room name or building name, a detail window will open (see next page)
4. You can move forward and back one day at a time by clicking the green arrows in the upper right
5. You can change dates and filter your search by clicking on Filter at the upper right.
Detailed Room Information (by clicking the room name)

Clicking the Features Tab will show you the standard features of the room. Examples include a digital projector, DVD player, Smart Lectern, etc.
Filter Options (by clicking “Filter” at the top right corner of your screen).

Area = Filters by Campus (SF or Oak)
Facilities = Filters by Building (Founders, SF Main, etc.)
Viewing Event Information.

To view information about a particular event, simply hover your cursor over the blue event block and wait for the display box to appear.