



COLLEGE OF ENGINEERING

How to Request/Reserve a COE-Controlled Space via EMS (City Campus/Scott Campus)

- Login to the [EMS Web Application](https://unlscheduling.nebraska.edu) (unlscheduling.nebraska.edu) with your campus identity username & password
 - *Alternatively, you can navigate to EMS via the COE [Faculty & Staff Resources](#) web page*
- Select a Reservation Template by clicking the 'Book Now' button
 - COE Classrooms & Event Spaces
 - All COE faculty and staff should have access to view/request
 - COE Huddle Rooms & Collaboration Spaces
 - All COE faculty, staff and students should have access to view/request
 - COE Vehicle Reservation Request
 - All COE faculty and staff should have access to view/request
 - [6] Department/Unit-controlled Templates
 - COE Dept CEE Space, COE Dept CHME Space, COE Dept CM Space, COE Dept ECE Space, COE Dept MME Space, COE Engineering Student Services
 - Only faculty and staff in their corresponding departments, executive committee members, and unit leaders will have access to view/request these spaces
- Enter the date and time you are requesting a room/space for
- Enter the estimated attendance in the 'Number of People' box
- Select the 'Add/Remove' hyperlink next to 'Locations' to filter your search by building(s)
- EMS will display all available rooms/spaces in 'List' view by default
 - If you are looking for a particular room that is not displayed in the 'List' view, it is either already reserved for the date/time you entered or the 'Number of People' inputted is under/over the capacity of the room/space.
 - To view all rooms within your search categories (even unavailable), you can select the 'Schedule' tab to go to schedule view. This will display all rooms/spaces within your filtered categories in a schedule view.
- To request/reserve the room:
 - Click on the green circle with the plus-sign next to the name of the room/space you would like to reserve.
 - Enter all required fields (i.e., Number of Attendees, Setup Type, etc.)
 - Select 'Add Room' – this will add the selected room to your reservation request
 - When finished, scroll to top of page and select 'Next Step'
 - Enter event details – Event Name & Event Type
 - Enter group details
 - Select your department/unit area as the 'Group'
 - Select the individual contact(s) as 1st or 2nd Contact(s)
 - Select 'Create Reservation' at the bottom-right of the page
 - This creates a Web Request to be approved by the college
- To view the status of your request(s):
 - Select the 'My Events' section on the left-hand side bar
 - View all submitted requests and the status (right-hand column)
 - Status will likely show one of the following:
 - "Confirmed" – approved
 - "Cancelled" – denied
 - "Web Request" – pending/no action

For questions/concerns, contact Cameron Adams (cadams@unl.edu / 402.472.5600)