Making Dry Ice Requests

A dry ice request is submitted when you need to order dry ice for your lab. Dry ice is delivered Monday, Wednesday or Friday only.
Dry Ice Requests

Step 1: Access the EMS Web App by navigating from any browser to schedule.ucdenver.edu/emswebapp.

Step 2: From the HOME page, enter your User ID and Password in the appropriate fields and click the Sign In button.

Step 3: Click “CREATE A RESERVATION.”

Step 4: Scroll down and find the Dry Ice request template and click the book now button.

Step 5: Fill out the Date and Time and Location Details sections on the left side of the page. The time is just a placeholder for disposal requests. The building selection will always be the Facilities Service Request building. Enter the actual building and room information where you want your dry ice delivered Location field.

Click the Next Step button.
Step 6: On the next page, the date, time and location will populate. You will be asked to verify a Monday, Wednesday or Friday delivery date in the dropdown menu. You will also be asked to choose a building from the drop down menu and supply a room number. Then you will select what kind of ice you want.
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Your chosen item(s) will be moved over to the Services Summary section to the right.

Tip: To make changes to your request, click the Edit icon next to your request name.

Tip: To remove a request, click the Remove icon to the right of your request item.

Step 7: Once you have added all of your required services, click the Next Step button at the top right of the page.
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Step 8: The **Event Name** section defaults to Dry Ice Request. The **Event Type** will pre-populate to Facilities Request Only. In the **Group Details** section, the **Group** field should be pre-selected. For 1st Contact, find your name. The rest of the information in the **Group Details** section should auto-populate with data that was entered in the system when your Web App user account was created. Fields bordered in **red** are required.

Step 9: You will not need the **Attachments** section.
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Step 10: Scroll to the bottom or top of the page and click the *Create Reservation* button.