Reserving The Junction Space Using the EMS Web App

**Step 1:** Go to [https://schedule.ucdenver.edu](https://schedule.ucdenver.edu).

**Step 2:** Enter your credentials.

![User ID and Password Fields]

**Step 3:** Click **CREATE A RESERVATION**.

![EMS: for requesting rooms and resources]

**Step 4:** Click **book now** for the type of space you want to reserve. Click **about** to view the tutorial video.

**Step 4:** Enter the date, start/end time, any additional search criteria, and click **Search**.

![New Booking for Fri Jun 3, 2022]

- **Date & Time**: Fri 06/03/2022, 11:00 AM - 12:00 PM
- **Attendees**: Edman, Kelsey
- **Selected Rooms**
- **Room Search Results**: Rooms matching your search criteria will appear here.
Step 5: A list of available spaces will populate. Choose the space that meets your needs by selecting the Add Sign (+) to the left of the room.

Click the space name for details, features, and a map of the general location.

About Q20-W1126-WS14 Workspace - laptop

<table>
<thead>
<tr>
<th>Room Details</th>
<th>Setup Types</th>
<th>Features</th>
<th>Images</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Code</td>
<td>Bldg 500-W1126-WS14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Q20-W1126-WS14 Workspace - laptop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room Type</td>
<td>Landing Zone (LZ)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td>1st Floor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requires Check-in</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 6: Enter the Number of Attendees and click Add Room. This may not show if the space capacity is 1.
Step 7: The selected room will move to the top of the page. Click **Next Step** in the upper right-hand corner.

```markdown
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```

```plaintext
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```

Step 8: Under **Group Details**, choose your **Group** and **Name** from the drop-down menu.

```markdown
Step 8: Under **Group Details**, choose your **Group** and **Name** from the drop-down menu.
```

```plaintext
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```

Step 9: Read the **Terms and Conditions** and click box (for meeting rooms only).

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```plaintext
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Step 10: Click **Create Reservation**.

```markdown
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```

```plaintext
Step 10: Click **Create Reservation**.
```

Other Resources:

- [EMS Video Tutorial](#)
- [The Junction Quick Start Guide](#)
- [The Junction](#) (Link to the Junction main webpage)