

Reserving The Junction Space Using the EMS Web App

Step 1: Go to <https://schedule.ucdenver.edu>.

Step 2: Enter your credentials.

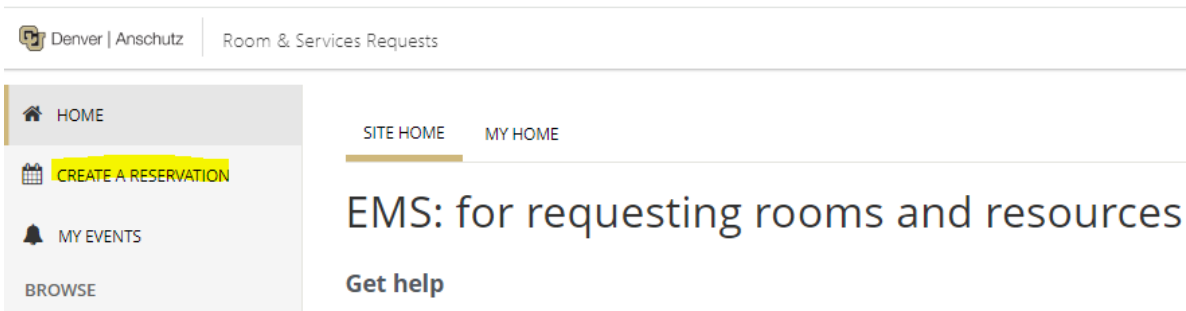


User ID *
kenneyse

Password *

Sign In

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



Denver | Anschutz | Room & Services Requests

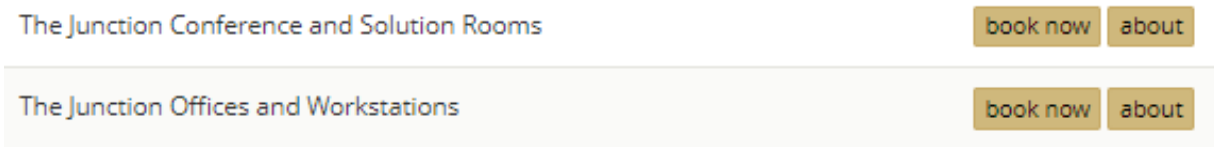
HOME
CREATE A RESERVATION
MY EVENTS
BROWSE

SITE HOME MY HOME

EMS: for requesting rooms and resources

Get help

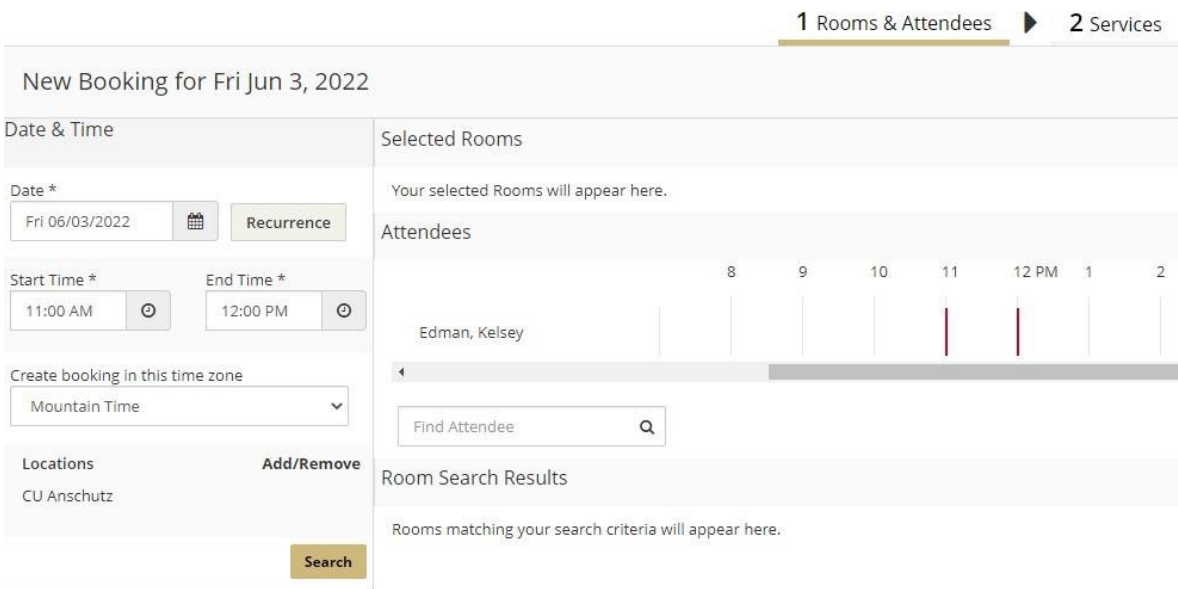
Step 4: Click **book now** for the type of space you want to reserve. Click **about** to view the tutorial video.



The Junction Conference and Solution Rooms **book now** **about**

The Junction Offices and Workstations **book now** **about**

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



1 Rooms & Attendees ▶ 2 Services

New Booking for Fri Jun 3, 2022

Date & Time

Date *
Fri 06/03/2022 **Recurrence**

Start Time *
11:00 AM

End Time *
12:00 PM

Create booking in this time zone
Mountain Time

Locations
CU Anschutz **Add/Remove**

Search

Selected Rooms
Your selected Rooms will appear here.











Attendees

| | 8 | 9 | 10 | 11 | 12 PM | 1 | 2 |
|---------------|---|---|----|----|-------|---|---|
| Edman, Kelsey | | | | | | | |

Find Attendee

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.

| | |
|---|---|
|  Q20-W1126-WS14 Workspace - laptop |  Q20-W1126S Office - workstation |
|  Q20-W1126-WS15 Workspace - laptop |  Q20-W1126T Office - laptop |
|  Q20-W1126A Collaboration |  Q20-W1126U Office - workstation |
|  Q20-W1126B Collaboration |  Q20-W1126V Office - laptop |
|  Q20-W1126C Office - laptop |  Q20-W2208-WS01 Workspace - laptop |

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

about Q20-W1126-WS14 Workspace - laptop

| ROOM DETAILS | SETUP TYPES | FEATURES | IMAGES | AVAILABILITY |
|-------------------|-----------------------------------|----------|--------|--------------|
| Room Code | Bldg 500-W1126-WS14 | | | |
| Description | Q20-W1126-WS14 Workspace - laptop | | | |
| Room Type | Landing Zone (LZ) | | | |
| Floor | 1st Floor | | | |
| Requires Check-in | No | | | |

Step 6: Enter the **Number of Attendees** and click **Add Room**. This may not show if the space capacity is 1.

Attendance & Setup Type ✕

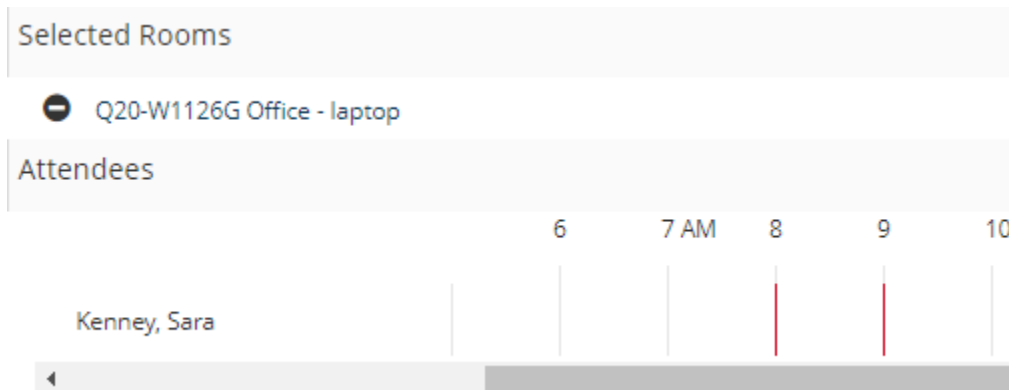
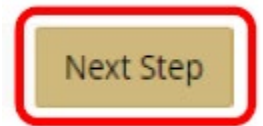
To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees

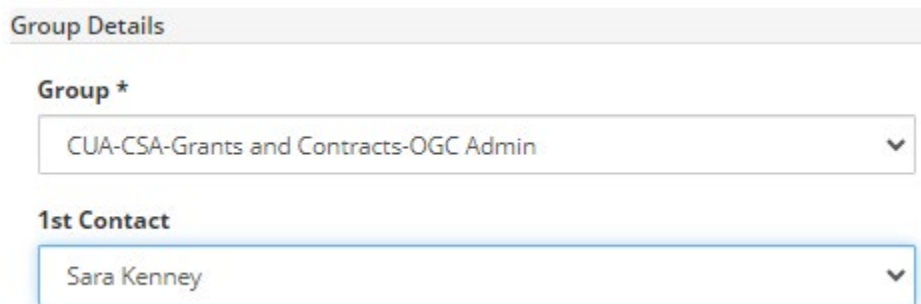
Add Room

Cancel

Step 7: The selected room will move to the top of the page. Click **Next Step** In the upper right-hand corner.

A screenshot of a software interface. At the top, a light gray header reads "Selected Rooms". Below it, a room is listed: "Q20-W1126G Office - laptop" with a minus sign icon to its left. Underneath is another light gray header "Attendees". Below that is a calendar-style grid with columns for the hours 6, 7 AM, 8, 9, and 10. The name "Kenney, Sara" is listed on the left side of the grid. A horizontal bar at the bottom of the grid is partially filled with a dark gray color, indicating a reservation for Sara Kenney from approximately 7:30 AM to 9:00 AM.

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

A screenshot of a form titled "Group Details". It contains two dropdown menus. The first is labeled "Group *" and has "CUA-CSA-Grants and Contracts-OGC Admin" selected. The second is labeled "1st Contact" and has "Sara Kenney" selected. Both dropdown menus have a small downward arrow icon on the right side.

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

I have read and agree to the Terms and Conditions

Go Back

Step 10: Click **Create Reservation**.

Other Resources:

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