

# EMS Web App User's Guide

Updated January 2024

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# Get Started

## Request an Account

Step 1: Go to the [EMS Web App](#) and click **Request An Account** on the home page:

The screenshot shows the top navigation bar with 'SITE HOME' and 'MY HOME' links. Below is a 'Sign In' section with instructions for users and a 'Request An Account' button highlighted with a red box. The 'Sign In' section includes fields for 'User ID \*' and 'Password \*', a 'Sign In' button, and a link for forgotten passwords.

Step 2: Fill out the web form (fields outlined in red are required) and select **Request An Account**:

The 'Request An Account' form is divided into several sections: 'Email & Password' with fields for 'Email Address \*', 'Password \*', and 'Confirm Password \*'; 'About You' with fields for 'Name \*', 'Phone 1 \*', 'Phone 2', and a 'Time Zone \*' dropdown; and 'Additional Information' with a dropdown for 'Are you primarily: \*', a text field for 'Please provide your school and primary campus: \*', a text field for 'Please provide your anticipated graduation year: \*', and a text field for 'If this request is for your role as a student employee, provide the university department name and job title:'. A 'Request An Account' button is highlighted with a red box at the bottom.

Account requests will be processed within 2 business days. An account activation email will be sent once the account is active.

## Log In

Step 1: Go to the [EMS Web App](#).

Step 2: Account requests are processed within 2 business days. After receiving the email that your account has been activated, on the *My Home* tab enter your *User ID* and *Password*, and click **Sign In**.

SITE HOME MY HOME

---

Sign In

Please enter your university username and password

**If you've never used this system**, you must request an account. Click the "Request An Account" button and complete the form.


**If you have login issues, first try a different web browser.** There are intermittent login issues with using the Google Chrome web browser but not with the Safari or Firefox web browsers.

**I've forgotten my password** will only work for local EMS accounts, not CU Denver | Anschutz accounts. For CU Denver | Anschutz account login issues, contact [OIT-SchedulingServices@cuanschutz.edu](mailto:OIT-SchedulingServices@cuanschutz.edu).

User ID \*

Password \*

**Sign In**

 I've forgotten my password.

Welcome, Guest.

**Request An Account**

**Tip:** University users will sign in with their university network credentials (i.e. DoEJ and the associated password). The *I've forgotten my password* link will only work for local accounts (i.e. Hospital affiliates).

**IMPORTANT:** Please take the following steps if you are having issues logging into EMS:

- Use a different browser, like Firefox or Safari
- Try signing in to EMS using Incognito Mode

# Navigate

HOME menu contains:

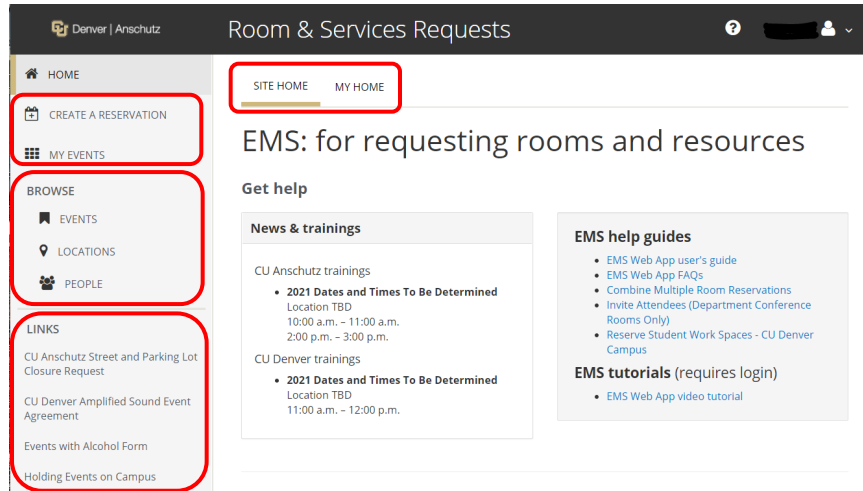
- CREATE A RESERVATION
- MY EVENTS (access your reservations)
- BROWSE
  - EVENTS (displayed in a calendar view)
  - LOCATIONS (buildings and rooms displayed in a schedule by day)
  - PEOPLE (search for reservations by department or group displayed in a daily list)
- LINKS (campus-related information)

SITE HOME contains:

- Information about trainings
- Links to help guides and tutorials
- Campus-specific information (i.e. building hours, room scheduling policy links, links to service fees)

MY HOME contains:

- *My Reservation Templates* (different types of reservations you can make)
- *My Bookings* (your reservations)



## Tip: Reservations and Bookings: What Is the Difference?

A **Reservation** is the purpose of the event. In EMS, a reservation is the who (the meeting organizer) and the what of an event. A Reservation contains one or more Bookings. For example, **you** (the *who*) can reserve some space for a **staff meeting** (the *what*).

A **Booking** is the where and the when of an event. For example, you can schedule the **large auditorium** (the *where*) for a staff meeting on the **second Monday in January** (the *when*). There are one or more Bookings in a Reservation.

# Reserve a Room

## Basic Reservation

Step 1: Log in, click **CREATE A RESERVATION**, scroll to the desired reservation template, and click **book now**.

HOME

**CREATE A RESERVATION**

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

LINKS

CU Anschutz Street and Parking Lot Closure Request

CU Denver Amplified Sound Event Agreement

Events with Alcohol Form

My Reservation Templates

CU Anschutz - Classrooms	book now	about
CU Anschutz - Common Conference Spaces	book now	about
CU Anschutz - Department Conference Rooms	book now	about
CU Anschutz Health & Wellness Center Rooms	book now	about
CU Anschutz Strauss Health Sciences Library Rooms	book now	about
CU Denver - Business School Rooms	book now	about
CU Denver - Business School Jake Jabs Event Center	book now	about
CU Denver - Classrooms	<b>book now</b>	about
CU Denver - Common Conference Rooms	book now	about
CU Denver - Department Conference Rooms	book now	about

Step 2: Fill out the **Date & Time** of your activity, enter any additional search criteria, and click **Search**.

Date & Time

Date

Fri 03/26/2021 Recurrence

Start Time 8:00 AM

End Time 9:00 AM

Create booking in this time zone

Mountain Time

Locations (all) **Add/Remove**

**Search**

**Tip:** Click *Let Me Search for a Room* to use additional search criteria to narrow down the search results.

- Use **Locations Add/Remove** to filter by a building.
- Enter the **Number of People** to filter out smaller rooms.
- Use **Room Types Add/Remove** to filter for a specific room type.
- Use **Features Add/Remove** to filter by room features.

Let Me Search For A Room

Room Types (all)	<b>Add/Remove</b>
Features (none)	<b>Add/Remove</b>

Number of People

0

**Search**

**Tip:** Use the **Recurrence** button to add a date pattern (see [Advanced Room Reservations](#) for detailed instructions).

Step 3: A list of available rooms meeting your search criteria will populate. Choose the room that meets your needs by selecting the **Add Sign (+)** to the left of the room.

Room ^	Location	Floor	TZ	Cap
<b>+</b> ACAD-1500	Student Commons Building	(none)	MT	172
<b>+</b> ACAD-1600	Student Commons Building	(none)	MT	172
<b>+</b> ACAD-2500	Student Commons Building	(none)	MT	150

**Tip:** For more information about the building and room, click on the **Room** or **Location** name in blue.

**Tip:** Click **Schedule** to see the schedule for all rooms, even those that are unavailable.

Step 4: Enter the **Number of Attendees** and click **Add Room**.

Attendance & Setup Type

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

**Number of Attendees**

**Add Room** Cancel

**Tip:** Room-specific information may appear in a pop-up window. Carefully read the information before clicking **OK**.

Step 5: The selected room will move to the top of the page. Click **Next Step**.

2021 **Next Step**

**Selected Rooms** Attendance & Setup Type

- ACAD-1500

Room Search Results

Room ^	Location	Floor	TZ	Cap
<b>-</b> ACAD-1500	Student Commons Building	(none)	MT	172
<b>+</b> ACAD-1600	Student Commons Building	(none)	MT	172
<b>+</b> ACAD-2500	Student Commons Building	(none)	MT	150

**Tip:** If additional rooms are needed, select another one from the list by clicking the **Add Sign (+)** to the left of the room.

Step 6: A list of available support services will populate. Click items to add them to your request, review any item details, and provide additional information in the **Special Instructions** field. The item will move over to the **Services Summary** section at the right once selected.

Please note if your reservation has multiple dates and/or rooms, requesting services on this window will automatically add the service to every date and room on the reservation. If you need a service for only one date or room, it can be added after submitting the initial room request (see [Add Services](#) for instructions).

**Tip:** To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.



Step 7: You will be required to provide **Billing Information**. This field is located at the bottom of the page. Every reservation requires a billing speed type or billing address.

**Tip:** If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent to you. If you are a sponsoring department and the bill for your event will be paid by an outside agency, enter that billing address in this field.

Step 8: Once you have added all of your needed service items, click **Next Step**.



Step 9: Fill out the **Event Details** and **Group Details** sections. The **Group** field will auto-populate. Fields bordered in **red** are required.

Reservation Details

Event Details

Event Name \*

Event Type \*

Group Details

Group \*

1st Contact

1st Contact Name \*

1st Contact Phone \*

1st Contact Fax

1st Contact Email Address \*

**Tip:** For incorrect group association, contact association, or contact details, send a correction request to:

[OIT-SchedulingServices@cuanschutz.edu](mailto:OIT-SchedulingServices@cuanschutz.edu)

Step 10: Add any needed attachments in the **Attachments** section by clicking **Select your files**. Examples of attachments include room set up diagrams, detailed set up instructions, etc.

Attachments

Drag and drop your files here

Step 11: Answer the questions in the **Additional Information** section. Questions bordered in **red** are required.

Additional Information

I certify that this event is for official CU Anschutz (university and hospital affiliates) business. \*

Are you scheduling this event for an outside agency (non-affiliated entities)? \*

Will there be alcohol served at this event? \*

Will you use volunteers for your event? \*

Will minors be participating in this event? \*

Will there be vendors/third party contractors? \*

Billing Information

SpeedType(preferred) or Billing Address \*

Step 12: You will be required to provide **Billing Information** if it was not provided when requesting services. Every reservation requires a billing speed type or billing address.

Billing Information

SpeedType(preferred) or Billing Address \*

**Tip:** If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address. If you are a sponsoring department and the bill for your event will be paid by an outside agency, enter that billing address in this field.

Step 13: Click **Create Reservation**.

Billing Information

SpeedType(preferred) or Billing Address \*

Create Reservation

Help

Your request has been submitted.  
You will receive notification of your request's status within 2 business days.  
A speedtype or billing address is required for every reservation.

OK

You will receive a confirmation email within 2 - 3 business days for most classrooms and common conference spaces. Confirmations for departmentally managed spaces may take longer.

# Advanced Reservation

Step 1: Log in, click **CREATE A RESERVATION**, scroll to the desired reservation template, and click **book now**.

HOME

**CREATE A RESERVATION**

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

LINKS

CU Anschutz Street and Parking Lot Closure Request

CU Denver Amplified Sound Event Agreement

Events with Alcohol Form

My Reservation Templates

CU Anschutz - Classrooms	book now	about
CU Anschutz - Common Conference Spaces	book now	about
CU Anschutz - Department Conference Rooms	book now	about
CU Anschutz Health & Wellness Center Rooms	book now	about
CU Anschutz Strauss Health Sciences Library Rooms	book now	about
CU Denver - Business School Rooms	book now	about
CU Denver - Business School Jake Jobs Event Center	book now	about
CU Denver - Classrooms	book now	about
CU Denver - Common Conference Rooms	book now	about
CU Denver - Department Conference Rooms	book now	about

Step 2: Search for a room for one date or recurring dates:

## One Date

Enter the **Date**, **Start Time**, and **End Time**.

Date & Time

Date

Fri 04/02/2021

Recurrence

Start Time

11:00 AM

End Time

12:00 PM

## Recurring Dates

Click the **Recurrence** button, enter in the date pattern, **Start Time**, and **End Time**, and click **Apply Recurrence**.

Recurrence

Repeats: Weekly

Every: 1 week(s)

On: Sun, Mon, Tue, Wed, Thu, Fri, Sat

Start Date: Mon 04/05/2021

End Date: Mon 05/03/2021 (9 occurrences)

Start Time: 11:00 AM

End Time: 12:00 PM

Create booking in this time zone: Mountain Time

Apply Recurrence

**Tip:** Use the **Repeats** drop-down menu and click *Random* to select non-patterned dates from a calendar (the *Random* option is not available for departmentally managed rooms)

Step 3: Add other search criteria, including:

Use **Locations Add/Remove** to filter by a building.

Date & Time

Occurs every week on Monday and Wednesday, effective Mon Apr 5, 2021 until Mon May 3, 2021 from 11:00 AM to 12:00 PM Mountain Time. (9 occurrences)

Recurrence

Locations Add/Remove

(all)

Search

Select the building(s) to filter and click **Update Locations**.

Locations

BUILDINGS VIEWS

Filter By Campus Find locations

Select All Buildings

Fulginiti Pavilion

L28 Education 2 South

P18 Research 1 North

P26 Education 1

P28 Education 2 North

Selected Locations

P26 Education 1

Update Locations Close

Click **Let Me Search for a Room** to use additional search criteria to narrow down the search results.

Let Me Search For A Room

Room Types Add/Remove

(all)

Features Add/Remove

(none)

Number of People

0

Search

Enter the **Number of People** to filter out smaller rooms.

Use **Room Types Add/Remove** to filter for a specific room type.

Use **Features Add/Remove** to filter by room features

**Tip:** Use the **Features** filter to search for only the most important needed features (not all equipment is available in all rooms).

When finished entering in the search criteria, click **Search**.

Step 4: A list of available rooms meeting your search criteria will populate. Choose the room that meets your needs by selecting the **Add Sign (+)** to the left of the room.

Room Search Results

LIST

Favorite Room...

Room	Available ▾	Location	Floor	TZ	Cap
Rooms You Can Request					
<input type="checkbox"/>	P28-CTL-2201C-Computer Lab	9/9	Education 2 North (P28)	2nd Floor	MT 12
<input type="checkbox"/>	P28-CTL-2201A West Computer Lab	8/9	Education 2 North (P28)	2nd Floor	MT 16
<input checked="" type="checkbox"/>	P28-CTL-2201AB Computer Lab	8/9	Education 2 North (P28)	2nd Floor	MT 32
<input type="checkbox"/>	P28-CTL-2201B East Computer Lab	8/9	Education 2 North (P28)	2nd Floor	MT 16

**Tip:** Room recurrence availability is displayed in the **Available** column. The room may not be available for all of the dates in the recurrence. Click on the number (i.e. 8/9) for more information about the unavailable date.

Unavailable Dates & Times ×

P28-CTL-2201C-Computer Lab is unavailable for the occurrences shown below.

Mon 05/31/2021	12:00 AM - 12:00 AM	Building Open Times - Education 2 North (P28)
-------------------	---------------------	-----------------------------------------------

Step 5: Enter the **Number of Attendees** and click **Add Room**.

Attendance & Setup Type ×

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

**Number of Attendees**

**Tip:** Room-specific information may appear in a pop-up window. Carefully read the information before clicking **OK**.

Step 6: The selected room will display at the top of the page. If the selected room was not available for all of the dates in the recurrence, you must either select a different room or skip the remaining dates.

21 Next Step

Selected Rooms [Attendance & Setup Type](#)  
 - P28-CTL-2201AB Computer Lab (8 of 9 occurrences with 1 conflicts)

Room Search Results

LIST

Favorite Room...

Room	Available	Location	Floor	TZ	Cap
9 occurrence(s): - 8 In P28-CTL-2201AB Computer Lab 1 Remaining   <a href="#">Skip 1</a>					
Rooms You Can Request					
<input checked="" type="checkbox"/>	P28-CTL-2201C-Computer Lab	1/1	Education 2 North (P28)	2nd Floor	MT 12

Step 7: Review your selected rooms at the top of the page. If you require additional rooms for this activity, choose an additional room from the available list. When finished selecting rooms, click **Next Step**.

New Booking for Mon Apr 5, 2021 Next Step

Date & Time

Occurs every week on Monday and Wednesday, effective Mon Apr 5, 2021 until Mon May 3, 2021 from 11:00 AM to 12:00 PM Mountain Time. (9 occurrences)

Recurrence

Locations [Add/Remove](#)  
Education 2 North (P28)

[Let Me Search For A Room](#)

Room Types [Add/Remove](#)  
Computer Teaching Lab

Features [Add/Remove](#)  
(none)

Selected Rooms [Attendance & Setup Type](#)  
 - P28-CTL-2201AB Computer Lab (8 of 9 occurrences) - P28-CTL-2201C-Computer Lab (1 of 9 occurrences)

Room Search Results

LIST

Favorite Room...

Room	Available	Location	Floor	TZ	Cap
Rooms You Can Request					
<input checked="" type="checkbox"/>	P28-CTL-2201C-Computer Lab	9/9	Education 2 North (P28)	2nd Floor	MT 12
<input checked="" type="checkbox"/>	P28-CTL-2201A West Computer Lab	8/9	Education 2 North (P28)	2nd Floor	MT 16
<input checked="" type="checkbox"/>	P28-CTL-2201B East Computer Lab	8/9	Education 2 North (P28)	2nd Floor	MT 16
<input checked="" type="checkbox"/>	P28-CTL-2201D East Computer Lab	8/9	Education 2 North (P28)	2nd Floor	MT 12

**Tip:** To review the full date/time/room detail of the request, click **My Cart** to see this information in a list.

My Cart (1)

Step 8: A list of available support services will populate. Click items to add them to your request, review any item details, and provide additional information in the **Special Instructions** field. The item will move over to the **Services Summary** section at the right once selected.

**NOTE: Services are different for each campus and will populate here according to the room's location. Not all services are available to all locations.**

Please note if your reservation has multiple dates and/or rooms, requesting services on this window will automatically add the service to every date and room on the reservation. If you need a service for only one date or room, it can be added after submitting the initial room request (see [Add Services](#) for instructions).

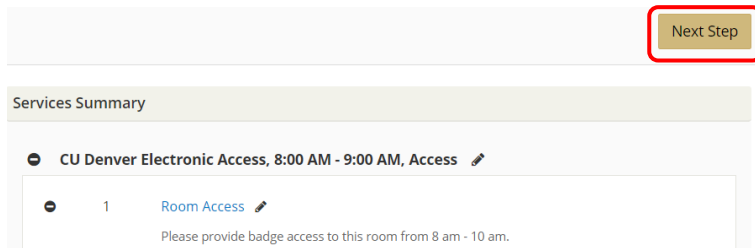
**Tip:** To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.



Step 9: You will be required to provide **Billing Information**. This field is located at the bottom of the page. Every reservation requires a billing speed type or billing address.

**Tip:** If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent to you. If you are a sponsoring department and the bill for your event will be paid by an outside agency, enter that billing address in this field.

Step 10: Once you have added all of your needed service items, click **Next Step**.

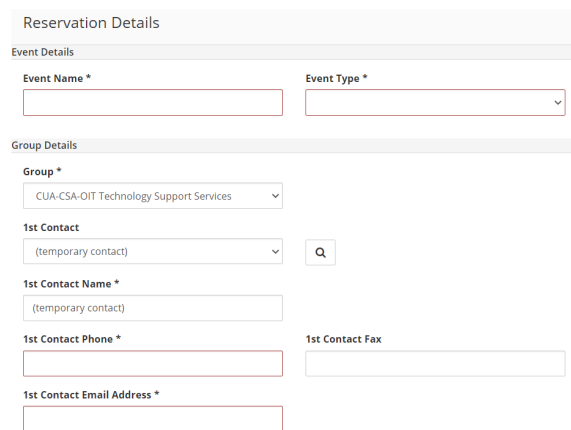


Next Step

Services Summary

- CU Denver Electronic Access, 8:00 AM - 9:00 AM, Access
- 1 Room Access   
Please provide badge access to this room from 8 am - 10 am.

Step 11: Fill out the **Event Details** and **Group Details** sections. The **Group** field will auto-populate. Fields bordered in **red** are required.



Reservation Details

Event Details

Event Name \*

Event Type \*

Group Details

Group \*  
CUA-CSA-OIT Technology Support Services

1st Contact  
(temporary contact)

1st Contact Name \*  
(temporary contact)

1st Contact Phone \*

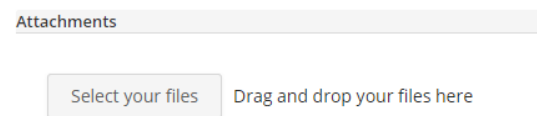
1st Contact Fax

1st Contact Email Address \*

**Tip:** For incorrect group association, contact association, or contact details, send a correction request to:

[OIT-SchedulingServices@cuanschutz.edu](mailto:OIT-SchedulingServices@cuanschutz.edu)

Step 12: Add any needed attachments in the **Attachments** section by clicking **Select your files**. Examples of attachments include room set up diagrams, detailed set up instructions, etc.



Attachments

Select your files  Drag and drop your files here



Step 13: Answer the questions in the **Additional Information** section. Questions bordered in red are required.

Additional Information

I certify that this event is for official CU Anschutz (university and hospital affiliates) business. \*

Choose one

Are you scheduling this event for an outside agency (non-affiliated entities)? \*

Choose one

Will there be alcohol served at this event? \*

Choose one

Will you use volunteers for your event? \*

Choose one

Will minors be participating in this event? \*

Choose one

Will there be vendors/third party contractors? \*

Choose one

Billing Information

SpeedType(preferred) or Billing Address \*

61XXXXXX

Create Reservation

Step 14: You will be required to provide **Billing Information** if it was not provided when requesting services. Every reservation requires a billing speed type or billing address.

Billing Information

SpeedType(preferred) or Billing Address \*

**Tip:** If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address. If you are a sponsoring department and the bill for your event will be paid by an outside agency, enter that billing address in this field.

Step 15: Click **Create Reservation**.

Create Reservation

Help

Your request has been submitted.  
You will receive notification of your request's status within 2 business days.

A speedtype or billing address is required for every reservation.

OK

You will receive a confirmation email within 2 - 3 business days for most classrooms and common conference spaces. Confirmations for departmentally managed spaces may take longer.

# Edit a Reservation

## Edit Details

Reservation details include:

- event name
- event contact name
- event contact details
- billing information
- questions that were answered when the request was submitted

**Tip:** To edit the room reservation (including date, time, or room selection) see [Edit Room Reservation](#) for instructions.

**Tip:** To edit a service reservation (including housekeeping, furniture, parking, AV, etc.) see [Edit Service Reservation](#) for instructions.

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

The screenshot shows the 'My Events' interface. On the left sidebar, 'MY EVENTS' is highlighted with a red box. The main content area shows a table of reservations under the 'CURRENT' tab. The 'Recurring Lunch Meeting' row is highlighted with a red box. The table has columns for Name, First/Last Booking, Location, Group, Services, ID, and Status.

Name	First/Last Booking ^	Location	Group	Services	ID	Status
<a href="#">Recurring Lunch Meeting</a>	Mon Apr 5, 2021/ Mon May 3, 2021 (multi-booking)	Education 2 South (L28) - L28-2304 30-seat Classroom	CUA-CSA-...		468641	Confirmed
<a href="#">Training Session</a>	Fri Apr 9, 2021/ Fri Apr 9, 2021 (single booking)	Research 2 (P15) - P15- 2100/3/5 - Krugman Conf. Hall (Trivisible)	CUA-CSA-...		468645	Web Request

**Tip:** Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

**Tip:** For more information about the room, click on the room name.


Step 2: Click the **RESERVATION DETAILS** tab and click **Edit Reservation Details**.

< My Events / Training Session beginning Apr 9, 2021 (468645)

RESERVATION DETAILS	ADDITIONAL INFORMATION	ATTACHMENTS
<a href="#">Edit Reservation Details</a>		
Event Name	Training Session	
Event Type	Training	
Group	CUA-CSA-OIT Technology Support Services	
1st Contact Name	Sample User	
Phone	303-724-0000	

Step 3: Make any needed adjustments and click **Save Reservation Details**.

< Training Session (468645)

Save Reservation Details 

Event Details

<b>Event Name *</b> <input type="text" value="Training Session"/>	<b>Event Type *</b> <input type="text" value="Training"/>
----------------------------------------------------------------------	--------------------------------------------------------------

Group Details

**Group \***

**1st Contact**

**1st Contact Name \***

**1st Contact Phone \***

**1st Contact Fax**

**1st Contact Email Address \***

**2nd Contact**

# Edit Room Reservation

## Cancel

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

Name	First/Last Booking ^	Location	Group	Services	ID	Status
<a href="#">Recurring Lunch Meeting</a>	Mon Apr 5, 2021/ Mon May 3, 2021 (multi-booking)	Multiple	CUA-CS...		468641	Web Request
<a href="#">Training Session</a>	Fri Apr 9, 2021/ Fri Apr 9, 2021 (single booking)	Research 2 (P15) - P15-2100/3/5 - Krugman Conf. Hall (Trivisible)	CUA-CS...	✓	468645	Web Request

**Tip:** Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

Step 2: Make any needed cancellation adjustments.

- **Cancel Reservation** will cancel all bookings in the reservation.
- **Cancel Bookings** will allow you to pick and choose which bookings to cancel.
- The **Minus Sign (-)** will cancel one booking at a time.

Reservation Tasks

- Add Services
- Booking Tools
  - Cancel Reservation**
  - View Reservation Summary
  - View Service Availability
  - Send Invitation
  - Add to My Calendar

Bookings

Date ^	Start Time	End Time	Time Zone	Location	Status
Mon Apr 5, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Wed Apr 7, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Mon Apr 12, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Wed Apr 14, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed

**Tip:** **Cancel Reservation** will also cancel all Facilities services included in the room reservation.

# Edit

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

The screenshot shows the 'My Events' interface. On the left sidebar, the 'MY EVENTS' menu item is highlighted with a red box. The main content area shows a table of reservations under the 'CURRENT' tab. The 'Recurring Lunch Meeting' reservation name is highlighted with a red box. The table has columns for Name, First/Last Booking, Location, Group, Services, ID, and Status.

Name	First/Last Booking	Location	Group	Services	ID	Status
<a href="#">Recurring Lunch Meeting</a>	Mon Apr 5, 2021 / Mon May 3, 2021 (multi-booking)	Multiple	CUA-CS...		468641	Web Request
<a href="#">Training Session</a>	Fri Apr 9, 2021 / Fri Apr 9, 2021 (single booking)	Research 2 (P15) - P15-2100/3/5 - Krugman Conf. Hall (Trivisible)	CUA-CS...	✓	468645	Web Request

**Tip:** Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

**Tip:** Reservations that include service requests have a **Check Mark (✓)** in the **Services** column.

Step 2: Make any needed adjustments.

- Click **Booking Tools** to edit the date or time for some or all of the bookings.
- Click the **pencil icon** to edit the room, date, or time for one booking.

The screenshot shows the details for the 'Recurring Lunch Meeting' reservation. The 'Booking Tools' link is highlighted with a red box. Below it is a table of bookings with columns for Date, Start Time, End Time, Time Zone, Location, and Status. Each row has a pencil icon for editing.

Date	Start Time	End Time	Time Zone	Location	Status
Mon Apr 5, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Wed Apr 7, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Mon Apr 12, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Wed Apr 14, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed

Step 3: After clicking the **pencil icon**, adjust the date or time fields and click **Update Booking**. Click **Search** to view other available rooms. Click the **Add Sign (+)** next to a different room and click **Update Booking** to change the room selection.

< [Recurring Lunch Meeting \(2313083\)](#)

Edit Booking Wed Apr 7, 2021 Update Booking

**Event Details** Room Search Results [Attendance & Setup Type](#)

**Event Name \***  
Recurring Lunch Meeting

**Event Type \***  
Meeting

**Date & Time** (bordered in red)

Date: Wed 04/07/2021

Start Time: 3:00 PM End Time: 4:00 PM

Create booking in this time zone: Mountain Time

Locations: Education 2 South (L28) Add/Remove

Search

**Room Search Results**

LIST SCHEDULE

Favorite Ro...  Search

	7 AM	8	9	10	11	12 PM	1	2	3	4	5
<b>Rooms You Can Request</b>											
Education 2 South (L28)...	Cap										
+ L28-1307 60-seat ...	60					SDM Eat					
+ L28-1308 30-seat ...	30	Research									
+ L28-2201 60-seat ...	60					SDM Eat					
+ L28-2206 60-seat ...	60										
L28-2304 30-seat Cla...	30					Recurring					
+ L28-2305 80-seat ...	80										
+ L28-SGL-1204	10										
+ L28-SGL-1204 North	5										
+ L28-SGL-1204 South	5										

## Add

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

The screenshot shows the 'My Events' interface. On the left sidebar, 'MY EVENTS' is highlighted with a red box. The main content area shows a table of reservations. The 'Recurring Lunch Meeting' row is highlighted with a red box. The table has columns for Name, First/Last Booking, Location, Group, Services, ID, and Status.

Name	First/Last Booking	Location	Group	Services	ID	Status
<a href="#">Recurring Lunch Meeting</a>	Mon Apr 5, 2021/ Mon May 3, 2021 (multi-booking)	Multiple	CUA-CS...		468641	Web Request
<a href="#">Training Session</a>	Fri Apr 9, 2021/ Fri Apr 9, 2021 (single booking)	Research 2 (P15) - P15- 2100/3/5 - Krugman Conf. Hall (Trivisible)	CUA-CS...	✓	468645	Web Request

**Tip:** Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

Step 2: Click **New Booking** to search and add other rooms (for the same date/time) or other dates to this reservation.

The screenshot shows the details for the 'Recurring Lunch Meeting' reservation. The 'Bookings' section is visible, showing a list of bookings with columns for Date, Start Time, End Time, Time Zone, Location, and Status. The 'New Booking' button is highlighted with a red box.

Date	Start Time	End Time	Time Zone	Location	Status
Mon Apr 5, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Wed Apr 7, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Mon Apr 12, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed
Wed Apr 14, 2021	12:00 PM	1:00 PM	MT	Education 2 South (L28) - L28-2304 30-seat Classroom	Confirmed

Step 3: Enter the **Date & Time** information, click **Search**, select a room by clicking the **Add Sign (+)** next to the room name, and click **Update Reservation**.

Recurring Lunch Meeting My Cart (0) **Update Reservation**

New Booking for Thu Mar 25, 2021

**Date & Time**

Date: Thu 03/25/2021 Recurrence

Start Time: 1:00 PM End Time: 2:00 PM

Create booking in this time zone: Mountain Time

Locations: (all) Add/Remove

**Search**

Let Me Search For A Room

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Favorite Ro... Find A Room **Search**

Room ^	Location	Floor	TZ	Cap
<b>Rooms You Can Request</b>				
<b>+</b> L28-1307 60-seat Classroom	Education 2 South (L28)	1st Floor	MT	60
<b>+</b> L28-2201 60-seat Classroom	Education 2 South (L28)	2nd Floor	MT	60
<b>+</b> L28-2206 60-seat Classroom	Education 2 South (L28)	2nd Floor	MT	60



# Edit Service Reservation

## Cancel/Edit

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

The screenshot shows the 'My Events' interface. On the left sidebar, 'MY EVENTS' is highlighted with a red box. The main content area shows a table of reservations. The 'Recurring Lunch Meeting' row is highlighted with a red box. The table has columns: Name, First/Last Booking, Location, Group, Services, ID, and Status.

Name	First/Last Booking	Location	Group	Services	ID	Status
<a href="#">Recurring Lunch Meeting</a>	Mon Apr 5, 2021/ Mon May 3, 2021 (multi-booking)	Multiple	CUA-CS...		468641	Web Request
<a href="#">Training Session</a>	Fri Apr 9, 2021/ Fri Apr 9, 2021 (single booking)	Research 2 (P15) - P15-2100/3/5 - Krugman Conf. Hall (Trivisible)	CUA-CS...	✓	468645	Web Request

**Tip:** Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

**Tip:** Reservations that include service requests have a **Check Mark (✓)** in the **Services** column.

Step 2: Make any needed adjustments.

- **Cancel Services** will cancel all services in the reservation.
- **Manage Services** will allow you to cancel some services or edit some services.

The screenshot shows the details for a 'Training Session' reservation. The 'Reservation Tasks' sidebar on the right has 'Cancel Services' highlighted in red. The 'Bookings' section at the bottom has 'Manage Services' highlighted in red.

Reservation Tasks

- [Add Services](#)
- [Cancel Services](#)
- [Booking Tools](#)
- [Cancel Reservation](#)
- [View Reservation Summary](#)
- [View Service Availability](#)
- [Send Invitation](#)
- [Add to My Calendar](#)

Bookings

Date	Start Time	End Time	Time Zone	Location	Status
Fri Apr 9, 2021	12:30 PM	1:30 PM	MT	Research 2 (P15) - P15-2100/3/5 - Krugman Conf. Hall (Trivisible)	Web Request

**Tip:** **View Services** will show a list of services and service details already included in the reservation.

Step 3: After clicking **Manage Services**, the main service window will open where individual services can be cancelled by clicking the **Minus Sign (-)** or edited by clicking **the pencil icon**.

< [Training Session \(468645\)](#)

Manage Services Reservation Details

---

**Anschutz/Denver Housekeeping** ?

Start Time [MT] 12:30 PM  End Time [MT] 1:30 PM  Service Type Event Staffing

Event Services

Event Staffing	Post - Event Cleanup
Post - Meal Trash Pickup	Pre - Event Cleanup
Restroom Servicing	

**CU Anschutz Parking** ?

Start Time [MT] 2:30 PM  End Time [MT] 3:30 PM  Service Type Event Use

Do you need parking for caterer(s)?  
Choose one

**Services Summary**

<input type="button" value="⊖"/>	Anschutz/Denver Housekeeping, 12:30 PM - 1:30 PM, Event Staffing <input type="button" value="✎"/>	
<input type="button" value="⊖"/>	1 Post - Meal Trash Pickup <input type="button" value="✎"/>	\$ 0.00
	Sample request: please pick up at 1 pm	

## Add

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

The screenshot shows the 'My Events' interface. On the left sidebar, the 'MY EVENTS' menu item is highlighted with a red box. The main content area displays a table of reservations under the 'CURRENT' tab. The 'Recurring Lunch Meeting' reservation name is highlighted with a red box. The table has the following data:

Name	First/Last Booking	Location	Group	Services	ID	Status
<a href="#">Recurring Lunch Meeting</a>	Mon Apr 5, 2021 / Mon May 3, 2021 (multi-booking)	Multiple	CUA-CS...		468641	Web Request
<a href="#">Training Session</a>	Fri Apr 9, 2021 / Fri Apr 9, 2021 (single booking)	Research 2 (P15) - P15-2100/3/5 - Krugman Conf. Hall (Trivisible)	CUA-CS...	✓	468645	Web Request

**Tip:** Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

**Tip:** Reservations that include service requests have a **Check Mark** (✓) in the **Services** column.

Step 2: Make any needed additions.

- **Add Services** will allow you to add services to a reservation that does not have any.
- **Manage Services** will allow you to add new services to an existing service reservation.

The screenshot shows the details for a reservation titled 'Training Session beginning Apr 9, 2021 (468645)'. The 'Reservation Tasks' sidebar on the right has the 'Add Services' button highlighted in red. Below the reservation details, the 'Bookings' section shows a table with one booking. The 'Manage Services' button at the bottom of the booking table is also highlighted in red.

Date	Start Time	End Time	Time Zone	Location	Status
Fri Apr 9, 2021	12:30 PM	1:30 PM	MT	Research 2 (P15) - P15-2100/3/5 - Krugman Conf. Hall (Trivisible)	Web Request

**Tip:** **View Services** will show a list of services and service details already included in the reservation. If it is not populating under the booking information, there are no services on this reservation.

Step 3: After clicking **Add Services**, a list of available support services will populate. Click items to add them to your request, review any item details, and provide additional information in the **Special Instructions** field. The item will move over to the **Services Summary** section at the right once selected. Click **Next Step**.

**NOTE: Services are different for each campus and will populate here according to the room's location. Not all services are available to all locations.**

[← Recurring Lunch Meeting \(468641\)](#)

Select Services
Next Step

---

**Anschutz/Denver Housekeeping** ?

**Time Zone**  
Mountain Time

**Start Time** 2:00 PM ⌚    **End Time** 3:00 PM ⌚    **Service Type** Event Staffing ▼

**Event Services** ▼

Event Staffing	Post - Event Cleanup
Post - Meal Trash Pickup	Pre - Event Cleanup
Restroom Servicing	

**Services Summary**

➤ Anschutz/Denver Housekeeping, 2:00 PM - 3:00 PM (Mountain Time), Event Staffing ✎

➤ 1 Post - Event Cleanup ✎

Please clean room at 1 pm

Step 4: Select the bookings to which to add the service items and click **Add Services**.

[← Select Services](#) / [Recurring Lunch Meeting \(468641\)](#)

Add Services
Add Services

<input type="checkbox"/>	Date ^	Booking Time	Service Time	Time Zone	Location	Event Name	Event Type	Result
<input type="checkbox"/>	Mon Apr 5, 2021	2:00 PM - 3:00 PM	2:00 PM - 3:00 PM	Mountain Time	<a href="#">L28-2206 60-seat Classroom</a>	Recurring Lunch Meeting	Meeting	
<input type="checkbox"/>	Wed Apr 7, 2021	3:00 PM - 4:00 PM	2:00 PM - 3:00 PM	Mountain Time	<a href="#">L28-2304 30-seat Classroom</a>	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Mon Apr 12, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	<a href="#">L28-2304 30-seat Classroom</a>	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Wed Apr 14, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	<a href="#">L28-2304 30-seat Classroom</a>	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Mon Apr 19, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	<a href="#">L28-2304 30-seat Classroom</a>	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Wed Apr 21, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	<a href="#">L28-2304 30-seat Classroom</a>	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Mon Apr 26, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	<a href="#">L28-2304 30-seat Classroom</a>	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Wed Apr 28, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	<a href="#">L28-2304 30-seat Classroom</a>	Recurring Lunch Meeting	Meeting	
<input checked="" type="checkbox"/>	Mon May 3, 2021	12:00 PM - 1:00 PM	2:00 PM - 3:00 PM	Mountain Time	<a href="#">L28-2304 30-seat Classroom</a>	Recurring Lunch Meeting	Meeting	

**Tip:** The top check box will automatically select all of the bookings.

# Reserve Other Services & Resources

## Facilities Services (without a room reservation)

Resource/Services Only requests are for when a service is required from Facilities Management in a space where there is no room reservation in EMS. Personal office service needs, visitor parking services, on-campus races, etc. are examples of when to use this reservation template.

Step 1: Log in, click **CREATE A RESERVATION**, scroll to the **Resource/Services Only** reservation template, and click **book now**:

CU Denver | Anschutz | Create A Reservation

HOME	CU Denver - Business School Rooms	book now	about
<b>CREATE A RESERVATION</b>	CU Denver - Business School Jake Jabs Event Center	book now	about
MY EVENTS	CU Denver - Classrooms	book now	about
BROWSE	CU Denver - Common Conference Rooms	book now	about
EVENTS	CU Denver - Department Conference Rooms	book now	about
LOCATIONS	CU Denver - Terrace Room, LSC	book now	about
PEOPLE	CU Anschutz - Audio Visual Equipment and Support	book now	about
CONFIGURATION	CU Denver - Audio Visual Equipment and Support	book now	about
USER SECURITY	Disposals - Non CU Owned Buildings	book now	about
LINKS	Disposals - CU Anschutz Facilities	book now	about
CU Anschutz Street and Parking Lo Closure Request	Disposals - CU Denver Facilities	book now	about
CU Denver Amplified Sound Event Agreement	Permission to Film/Photograph on Campus	book now	about
	Resource/Services Only	book now	about

Step 2: Fill out the **Date & Time** and **Location Details** sections on the left side of the page. The building selection will always be the **Facilities Service Request** building. Enter your actual building and room information in the **Location** field.

New Booking for Wed Mar 17, 2021 Next Step

Date & Time

Date  
Wed 03/17/2021

Start Time: 8:00 AM  End Time: 9:00 AM

Create booking in this time zone  
Mountain Time

Location Details

Buildings  
Facilities Service Request

Location \*  
Office room number

CU Anschutz Setup Personnel  
Must be submitted by 4:00 PM at least 4 day(s) prior to the start of the booking  
▼ Available to the following Building

CU Denver Electronic Access  
Must be submitted by 4:00 PM at least 4 day(s) prior to the start of the booking  
▼ Available to the following Building

CU Denver Setup  
Must be submitted by 5:00 PM at least 4 day(s) prior to the start of the booking  
▼ Available to the following Building

CU Denver Setup Personnel  
Must be submitted at least 0 hour(s) prior to the start of the booking  
▼ Available to the following Building

Anschutz/Denver Housekeeping  
Must be submitted by 6:00 AM at least 4 day(s) prior to the start of the booking  
▼ Available to the following Building

CU Anschutz Parking  
Must be submitted by 6:00 AM at least 2 day(s) prior to the start of the booking  
▼ Available to the following Building

CU Anschutz Police

Step 3: Read the information on the right side of the page for each service you are requesting. Once you have read the information, click **Next Step**.

Step 4: A list of services available to both campuses will populate. Scroll to find the campus and service, click items to add them to your request, review any item details, and provide additional information in the **Special Instructions** field. The item will move over to the **Services Summary** section at the right once selected.

Services For Your Reservation Next Step

CU Denver Electronic Access

Start Time [MT]	End Time [MT]	Service Type
8:00 AM <input type="text"/>	9:00 AM <input type="text"/>	Access <input type="text"/>

Access Requests

Building Access	Dock Access
Elevator Access	Room Access

CU Denver Setup

Start Time [MT]	End Time [MT]	Service Type
8:00 AM <input type="text"/>	9:00 AM <input type="text"/>	DT-Setup <input type="text"/>

Consultation

Setup Consultation	
--------------------	--

On Site Rental

5' Rectangular Table	Chairs
Coat Rack	Easel

Services Summary


- CU Anschutz Electronic Access, 8:00 AM - 9:00 AM, Access

- 1 Building Access
  - Additional information provided here.
- CU Anschutz Setup, 8:00 AM - 9:00 AM, Setup

- 1 Table - 6' Rectangular  \$5.00
  - Instructions for where table should be placed.
- CU Anschutz Traffic, 8:00 AM - 9:00 AM, Closure

- 1 Sidewalk Closure

**Tip:** To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.

Edit:  Remove: 

Step 5: You will be required to provide **Billing Information**. This field is located at the bottom of the page. Every reservation requires a billing speed type or billing address.

### Billing Information


**SpeedType(preferred) or  
Billing Address \***









**Tip:** If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent to you. If you are a sponsoring department and the bill for your event will be paid by an outside agency, enter that billing address in this field.

Step 6: Once you have added all of your needed service items, click **Next Step**.

**Next Step**

Services Summary

Setup, 1:30 PM - 2:30 PM, Setup 

	1	Coat Rack 	\$10.00
	1	Recycle Bin 	\$7.50
	1	Table - 6' Rectangular 	\$5.00
	1	Trash Can 	\$7.50

Step 7: Fill out the **Event Details** and **Group Details** sections. The **Group** field will auto-populate. Fields bordered in **red** are required.

Reservation Details

Event Details

Event Name \*

Event Type \*

Group Details

Group \*

1st Contact

1st Contact Name \*

1st Contact Phone \*

1st Contact Fax

1st Contact Email Address

**Tip:** For incorrect group association, contact association, or contact details, send a correction request to:

[OIT-SchedulingServices@cuanschutz.edu](mailto:OIT-SchedulingServices@cuanschutz.edu)

Step 8: Add any needed attachments in the **Attachments** section by clicking **Select your files**. Examples of attachments include room set up diagrams, detailed set up instructions, etc.

Attachments

Select your files Drag and drop your files here

Step 9: Answer the questions in the **Additional Information** section. Questions bordered in **red** are required. Click **Create Reservation**.

Additional Information

I certify that this event is for official CU Anschutz (university and hospital affiliates) business. \*

Are you scheduling this event for an outside agency (non-affiliated entities)? \*

Will there be alcohol served at this event? \*

Will you use volunteers for your event? \*

Will minors be participating in this event? \*

Will there be vendors/third party contractors? \*

Billing Information

SpeedType(preferred) or Billing Address \*

Create Reservation



## Surplus Disposal Requests

A surplus disposal request is submitted when you need to dispose of furniture, computer hardware, lab equipment, medical equipment, office equipment, refrigerators, freezers, microwaves, etc.

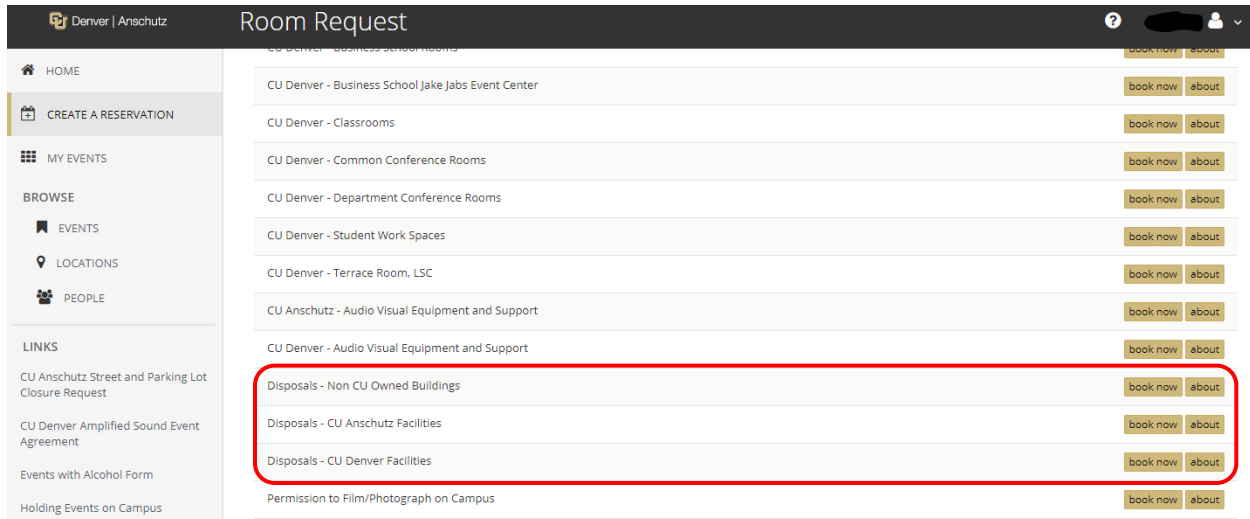
Follow the steps in the order below:

- 1. Green Tag** all lab equipment, medical equipment, refrigerators, and microwaves. Attach a picture of the signed green tag within the attachments section of the EMS submission (Step 3 below).  
<https://research.cuanschutz.edu/ehs/home/divisions/hazardous-materials/green-tagging#ft-for-equipment-disposal-0>
- 2. Complete Finance/Asset Management Formstack** for all capital items (item has a CU asset tag or purchased for >\$5000).  
[https://forms.ucdenver.edu/secure/finance\\_am\\_disposal\\_request](https://forms.ucdenver.edu/secure/finance_am_disposal_request)  
Please email [Finance.AM@ucdenver.edu](mailto:Finance.AM@ucdenver.edu) with any questions on how to complete the Formstack disposal request form.
- 3. EMS Web App**  
Submit a disposal request in the [EMS Web App](#) (see instructions on the next page).  
\*For Capital Equipment (item has a CU asset tag or >\$5000), skip this step and complete Step 2 Finance/Asset Management Formstack only. Finance will submit the EMS request on your behalf once the formstack and approval process has been completed.\*
  - Anschutz Medical Campus
    - Items located in CU-owned Buildings on the Anschutz Medical Campus, use the template [Disposals - CU Anschutz](#) (see the list of exclusions below).
    - Items located in buildings NOT owned by CU (UC Health, CU Medicine, Children's Hospital, Leprino, or any off-campus leased space), use the template [Disposals - Non-CU Owned Buildings](#).
  - Denver Campus
    - Items in Lawrence Street Center, CU Building, Student Commons, Business School, Health and Wellness, Campus Village, City Heights, North Classroom, use the template [Disposals - CU Denver](#).
    - Items located in any building not listed above or off-campus leased space, use the template [Disposals - Non-CU Owned Buildings](#).
- Attach any pictures of signed green tag forms in the attachment section of the EMS submission.

For questions on how to submit a disposal request in the EMS Web App, please contact [dispatch@cuanschutz.edu](mailto:dispatch@cuanschutz.edu).

## Surplus Disposal Requests in the EMS Web App

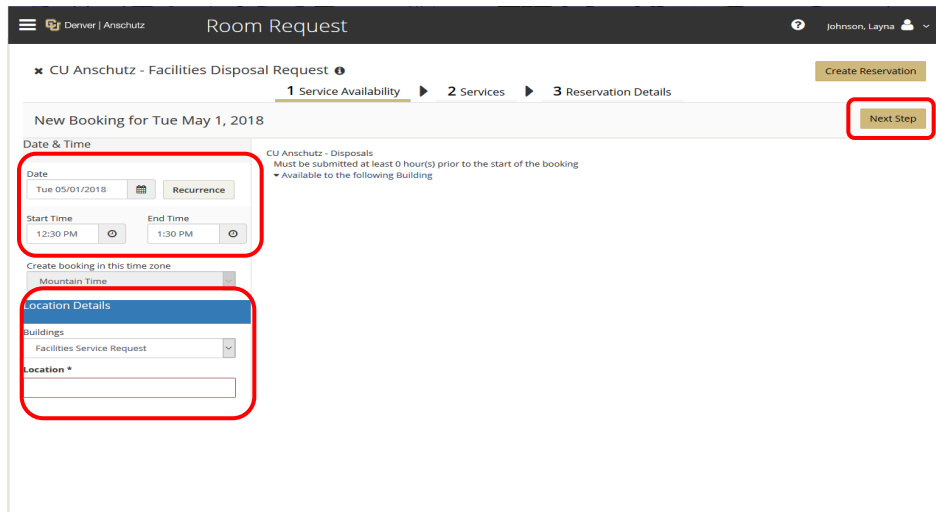
Step 1: Log in, click **CREATE A RESERVATION**, click **book now** next to the **correct disposal template for your campus** (see the instructions on the previous page for template descriptions or click the **about** button).



Step 2: Fill out the **Date and Time** and **Location Details** sections on the left side of the page.

- Note the **Date and Time** section is a placeholder for disposal requests and does not schedule the pickup for that specific date. Enter any future date and any time in these fields.
- Leave the building selection field as **Facilities Service Request**. Enter the actual building and room information from where the items will be removed in the **Location** field.

Click **Next Step**.



Step 3: Select the item(s) you desire to have removed, answer any questions or provide any additional information. Speedtypes are required for all service requests in EMS, however, removal of items below are free of charge.

The screenshot shows the 'Room Request' form for 'CU Anschutz - Disposals'. It includes fields for 'Start Time [MT]' (1:00 PM), 'End Time [MT]' (2:00 PM), and 'Service Type' (Disposal). There are three main categories of items to select: Furniture, Computer Equipment, and Other. Under Furniture, there are options like Chair, Desk, and Other Office Furniture. Under Computer Equipment, there are options like Computer, Desktop, Printer/Plotter, and Server. Under Other, there are options like Other Recyclable Items and Other Trash Items. A 'Billing Information' section at the bottom has a field for 'SpeedType(preferred) or Billing Address \*'.

Your chosen item(s) will be moved over to the **Services Summary** section to the right.

The screenshot shows the 'Services Summary' section with a 'Next Step' button at the top right. The summary lists the service: 'CU Anschutz - Disposals, 1:00 PM - 2:00 PM, Disposal'. Below this, there is a list of items: 1 Chair, 1 Computer, Laptop, and 1 Other Trash Items. A note at the bottom says 'Please remove the papers in my office.' Each item has an edit icon next to it.

**Tip:** To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.



Step 4: Once you have added all of your required services, click **Next Step** at the top right of the page.

This screenshot is similar to the previous one, showing the 'Services Summary' section. The 'Next Step' button at the top right is highlighted with a red box, indicating the next action to take.

Step 5: In the **Event Name** section enter *Disposal of XXX* (insert a general description of what you are having disposed). The **Event Type** will pre-populate to *Facilities Request Only*.

In the **Group Details** section, the **Group** field will auto-populate. In the **1<sup>st</sup> Contact** drop-down list, select your name.

Fields bordered in **red** are required.

The screenshot shows the 'Room Request' form. The 'Event Details' section has 'Event Name \*' (bordered in red) and 'Event Type \*' (Facilities Request Only). The 'Group Details' section includes 'Group \*' (CUA-CSA-Facilities Management), '1st Contact' (Layna Johnson), '1st Contact Phone \*' (303-724-0408), '1st Contact Email Address' (layna.johnson@ucdenver.edu), and '2nd Contact' (none).

**Tip:** For incorrect group association, contact association, or contact details, send a correction request to:

[OIT-SchedulingServices@cuanschutz.edu](mailto:OIT-SchedulingServices@cuanschutz.edu)

Step 6: Add attachments in the **Attachments** section by clicking **Select your files**. Attachments should include a picture of the signed green tag and/or information you would like to provide to the disposal team.

The screenshot shows the 'Attachments' section with a 'Select your files' button and a 'Drag and drop your files here' area.

Step 7: Scroll to the bottom of the page and click **Create Reservation** to submit your request.

The screenshot shows the 'Billing Information' section with a search field containing '6102xxxx' and a 'Create Reservation' button highlighted with a red border.

## AV Services (without a room reservation)

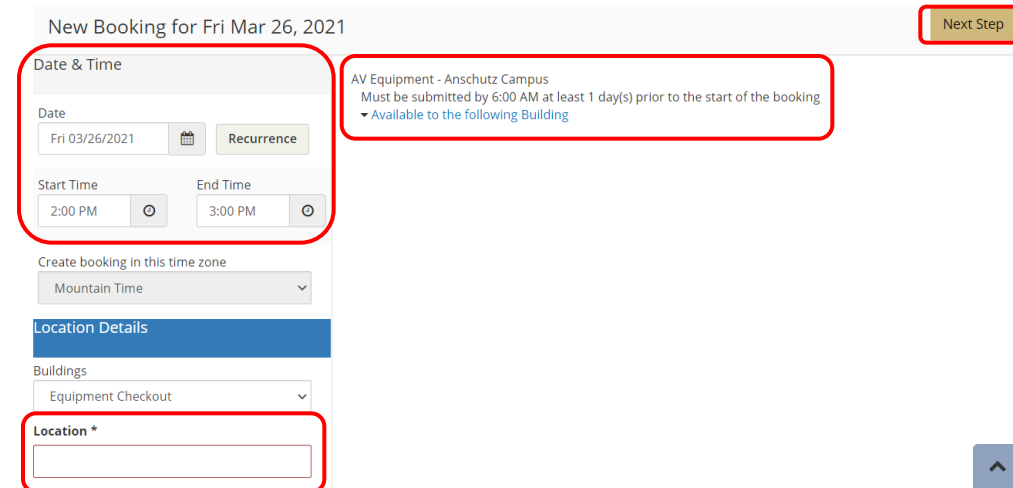
The Audio Visual Equipment and Support request templates are for the following situations:

- Renting AV equipment when there is no corresponding room reservation
- Requesting CU Denver academic course support or supplementary equipment

Step 1: Log in, click **CREATE A RESERVATION**, scroll down, and click **book now** for either **CU Denver – Audio Visual Equipment and Support** or **CU Anschutz – Audio Visual Equipment and Support**, depending on the appropriate campus.



Step 2: Complete the **Date & Time** and **Location Details** sections on the left side of the page. The building selection will always be the **Equipment Checkout** building. Enter the building and room information for the event in the **Location** field. Click **Next Step**.



Step 3: A list of equipment and support options will populate. Click items to add them to your request, fill out the needed **Quantity**, and any **Special Instructions**.

AV Equipment - Anschutz Campus	
Audio	
Microphone Stand	Sound System (Indoor)
Sound System (Outdoor)	Conference Phone - Polycom w/2 ext. mics
Audio Recorder	Microphone - Hand held Wireless
Microphone - Lavalier (wireless)	Microphone - Wired
Computer	
HDMI to VGA Video Adaptor	Microphone USB
Slide Advancer - Remote Control	Web Cam
Laptop PC	Mac Video Adapter

Microphone - Hand held Wireless - \$15.00 Half Day, \$30.00 Full Day based on Reserved hours. ×



Image for illustration purposes only. Actual item may vary.

- 1 +

(available inventory: 7)

Special Instructions

OK Cancel

**Tip:** If requesting technical assistance or staffing, provide the start/end time of the event in the **Special Instructions** field.

**Tip:** If requesting microphones, keep in mind that many rooms already have microphones included in the room, and this request will add additional microphones not already included in the room.

The selected items will move over to the **Services Summary** section at the right.

Services For Your Reservation Next Step

AV Equipment - Anschutz Campus	Services Summary																		
<table border="1" style="width: 100%;"> <tr><td colspan="2">Audio</td></tr> <tr><td>Microphone Stand</td><td>Sound System (Indoor)</td></tr> <tr><td>Sound System (Outdoor)</td><td>Conference Phone - Polycom w/2 ext. mics</td></tr> <tr><td>Audio Recorder</td><td>Microphone - Hand held Wireless</td></tr> <tr><td>Microphone - Lavalier (wireless)</td><td>Microphone - Wired</td></tr> <tr><td colspan="2">Computer</td></tr> <tr><td>HDMI to VGA Video Adaptor</td><td>Microphone USB</td></tr> <tr><td>Slide Advancer - Remote Control</td><td>Web Cam</td></tr> <tr><td>Laptop PC</td><td>Mac Video Adapter</td></tr> </table>	Audio		Microphone Stand	Sound System (Indoor)	Sound System (Outdoor)	Conference Phone - Polycom w/2 ext. mics	Audio Recorder	Microphone - Hand held Wireless	Microphone - Lavalier (wireless)	Microphone - Wired	Computer		HDMI to VGA Video Adaptor	Microphone USB	Slide Advancer - Remote Control	Web Cam	Laptop PC	Mac Video Adapter	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>AV Equipment - Anschutz Campus</b></p> <ul style="list-style-type: none"> <li>1 Microphone - Wired <span style="float: right;">\$15.00 Half Day, \$30.00 Full Day based on Reserved hours.</span></li> <li>1 Technical Assistance and Setup <span style="float: right;">\$22.50</span></li> </ul> <p style="font-size: small;">The event will start at noon and end at 1 pm.</p> </div>
Audio																			
Microphone Stand	Sound System (Indoor)																		
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Computer																			
HDMI to VGA Video Adaptor	Microphone USB																		
Slide Advancer - Remote Control	Web Cam																		
Laptop PC	Mac Video Adapter																		

**Tip:** To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.

Edit:

Remove:

Step 4: When finished selecting equipment, provide your speed type or billing address in the **Billing Information** section, and click **Next Step**.

**Billing Information**

SpeedType(preferred) or Billing Address \*

**Tip:** If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent to you. If you are a sponsoring department and the bill for your event will be paid by an outside agency, enter that billing address in this field.

Services For Your Reservation Next Step

AV Equipment - Anschutz Campus	
Audio	
Microphone Stand	Sound System (Indoor)
Sound System (Outdoor)	Conference Phone - Polycom w/2 ext. mics
Audio Recorder	Microphone - Hand held Wireless
Microphone - Lavalier (wireless)	Microphone - Wired
Computer	
HDMI to VGA Video Adaptor	Microphone USB
Slide Advancer - Remote Control	Web Cam
Laptop PC	Mac Video Adapter

Services Summary	
● AV Equipment - Anschutz Campus	
● 1	Microphone - Wired  \$15.00 Half Day, \$30.00 Full Day based on Reserved hours.
● 1	Technical Assistance and Setup  \$22.50
The event will start at noon and end at 1 pm.	

Step 5: Fill out the **Event Details** and **Group Details** sections. The **Group** field will auto-populate. Fields bordered in **red** are required.

Reservation Details

Event Details

Event Name \*  Event Type \*

Group Details

Group \*  
CUA-CSA-OIT Technology Support Services

1st Contact  
(temporary contact)

1st Contact Name \*  
(temporary contact)

1st Contact Phone \*  1st Contact Fax

1st Contact Email Address \*

**Tip:** For incorrect group association, contact association, or contact details, send a correction request to:

[OIT-SchedulingServices@cuanschutz.edu](mailto:OIT-SchedulingServices@cuanschutz.edu)

Step 6: Add any needed attachments in the **Attachments** section by clicking **Select your files**. Examples of attachments include room set up diagrams, detailed set up instructions, etc.

Attachments

Select your files Drag and drop your files here

Step 7: Answer the questions in the **Additional Information** section. Questions bordered in **red** are required.

Additional Information

I certify that this event is for official CU Anschutz (university and hospital affiliates) business. \*

Choose one

If request is for a course, please provide course number.

Will you be picking up or would you like delivery (Charges will apply)? \*

Choose one

Do you require technical assistance with setup? (Charges may apply)

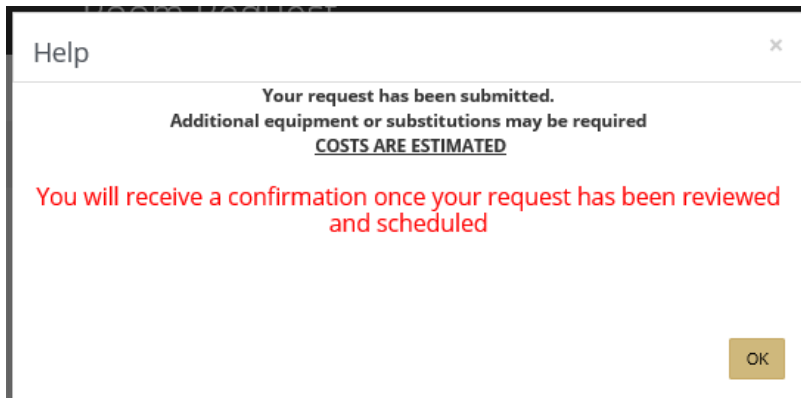
Choose one

Is there any other information that you feel is important?

For rates information copy and paste the following url into your browser: <https://www1.ucdenver.edu/offices/office-of-information-technology/services/billing-and-rates>

Step 8: Click **Create Reservation**.

Create Reservation





## Videoconferences and Webinars (Virtual Only)

This template should only be used to submit requests for videoconference services that are 100% virtual, without an on-campus room reservation. To submit a request for videoconference services that have an on-campus room reservation, see the instructions in the [Add](#) section.

Step 1: Log in, click **CREATE A RESERVATION**, scroll to **Virtual Only Videoconferences and Webinars**, and click **book now**.

Denver | Anschutz | Create A Reservation

HOME

**CREATE A RESERVATION**

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

CONFIGURATION

USER SECURITY

LINKS

CU Anschutz Street and Parking...

CU Denver Amplified Sound Ev...

Events with Alcohol Form

Holding Events on Campus

CU Anschutz Strauss Health Sciences Library Rooms	book now
CU Denver - Business School Rooms	book now
CU Denver - Business School Jake Jabs Event Center	book now
CU Denver - Classrooms	book now
CU Denver - Common Conference Rooms	book now
CU Denver - Department Conference Rooms	book now
CU Denver - Terrace Room, LSC	book now
CU Anschutz - Audio Visual Equipment and Support	book now
CU Denver - Audio Visual Equipment and Support	book now
Disposals - Non CU Owned Buildings	book now
Disposals - CU Anschutz Facilities	book now
Disposals - CU Denver Facilities	book now
Permission to Film/Photograph on Campus	book now
Resource/Services Only	book now
Virtual Only Videoconferences and Webinars	book now

Step 2: Complete the **Date & Time** section on the left side of the page and enter where you will be located for the videoconference in the **Locations** field (an office or off-campus location). Click **Next Step**.

Virtual Only Videoconferences and Webinars

Create Reservation

1 Service Availability 2 Services 3 Reservation Details

New Booking for Fri Jan 19, 2024

Next Step

**Date & Time**

Date \*  
Fri 01/19/2024

Recurrence

Start Time \*  
9:00 AM

End Time \*  
10:00 AM

Create booking in this time zone:  
Mountain Time

**Location Details**

Buildings  
Video Conference Bridge

**Location \***  
Office P28-5100

Virtual Only  
Must be submitted at least 0 hour(s) prior to the start of the booking  
Available to the following Building

Video Conferencing  
Must be submitted by 6:00 AM at least 2 day(s) prior to the start of the booking  
Available to the following Building

**IMPORTANT:** If you use the recurrence button to schedule multiple dates in a series, please submit a separate request for each set of dates that occur on the same day of the week (*i.e.* all Mondays in your series submitted in one request, all Tuesdays in your series submitted in a separate request).

Step 3: Answer the questions and review and agree to the Terms and Conditions. Fields bordered in red are required.

Services For Your Reservation

Virtual Only

Do you also need (or already have) an on-campus room reservation for this videoconference/webinar? \*

Choose one

Virtual Only

Video Conferencing

Conference Category: \*

Choose one

What is the start time of your event? The Videoconference Team will schedule your setup in advance of this start time. \*

Do you need to connect to a remote audience with a University Zoom Meeting? \*

Choose one

Do you want this event recorded? A video file will be sent via University OneDrive and will only be able to be viewed using University credentials. \*

Choose one

Is there any other information that you feel is important?

For rates information copy and paste the following url into your browser:  
<https://www.cuanschutz.edu/offices/office-of-information-technology/get-help/billing-and-rates>

I have read and agree to the Terms and Conditions

Step 4: Select either **Videoconference** or **Webinar** and select the **Virtual Staffing** item if needed (note that Virtual Staffing is always required for Webinars).

Videoconference - Select One (Required)

Videoconference (interactive)      Webinar (streaming)

Support

Virtual Staffing for the duration of the event

Optional Add-In Items

Attendee Report at Conclusion of Event	Closed Captioning
Content Support (i.e. slide advancing)	Event Recording
Event Recording Editing	Hold Music for Waiting Attendees
Invitation Distribution and Support	Language Translation
Live Meeting Polling	Post-Survey and Reporting
Pre-Event Dry Run	Pre-Event Planning Meeting
Webinar - Multiple Panelists & Management	Zoom Meeting - Create & Manage Breakout Rooms
Zoom Registration	Other Requests

Select optional items to add them to your request, review any item details, and provide additional information in the **Special Instructions** field when requested.

Step 5: Provide your speed type or billing address in the **Billing Information** section.

**Billing Information**

SpeedType(preferred) or Billing Address \*

**Tip:** If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent to you. If you are a sponsoring department and the bill for your event will be paid by an outside agency, enter that billing address in this field.

Step 6: All requested items will move over to the **Services Summary** section at the right once selected. Click **Next Step**.

The screenshot shows the 'Services Summary' section with a 'Next Step' button in the top right. Below the header, there is a section for 'Video Conferencing' with a list of items:

Quantity	Item Name	Price
1	Videoconference (Interactive)	
1	Event Recording	\$10.00 per Event hr.
1	Zoom Meeting - Create & Manage Breakout Rooms	

Step 7: Fill out the **Event Details**, **Group Details**, and **Additional Information** sections. The **Group** field will auto-populate. Fields bordered in **red** are required. Click **Create Reservation**.

The screenshot shows the reservation form with the following sections:

- Event Details:** Event Name \* (text input), Event Type \* (dropdown menu).
- Group Details:** Group \* (dropdown menu, auto-populated with 'CUA-CS&OIT Customer Service and Support'), 1st Contact (dropdown menu), 1st Contact Name \* (text input), 1st Contact Phone \* (text input), 1st Contact Fax (text input), 1st Contact Email Address (text input).
- Additional Information:** Are you scheduling this for an outside agency? \* (dropdown menu).
- Billing Information:** SpeedType(preferred) or Billing Address \* (text input, containing '01000000'), Go Back (button), Create Reservation (button).

You will receive a confirmation email from the Videoconference Team within 3 business days.

# Learn More

## Contacts

### **Room Reservation Requests**

CU Anschutz – EMS Support – [OIT-SchedulingServices@cuanschutz.edu](mailto:OIT-SchedulingServices@cuanschutz.edu)

CU Denver – Office of the Registrar – 303.315.2600

### **Facilities Service Requests**

CU Anschutz Customer Service Center – Facilities Management – 303.724.1777

CU Denver Customer Service Center – Facilities Management – 303.315.7777

### **Classroom and Audio/Video Related Questions**

OIT Service Desk – 303.724.4357 (4-HELP)

Classroom Support Help Desk

CU Anschutz – 303.724.4357 (4-HELP)

CU Denver (for CU Denver Owned Buildings) – 303.315.2055

## Links

[EMS Web App](#)

[CU Anschutz University Events](#)

[EMS Web App Video Tutorial](#)