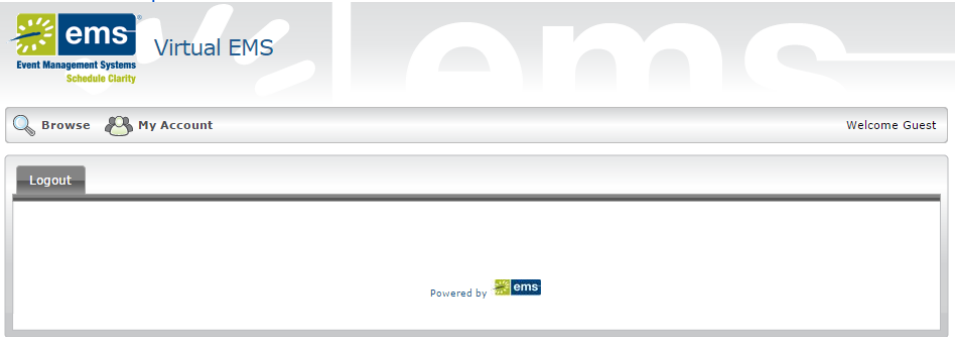
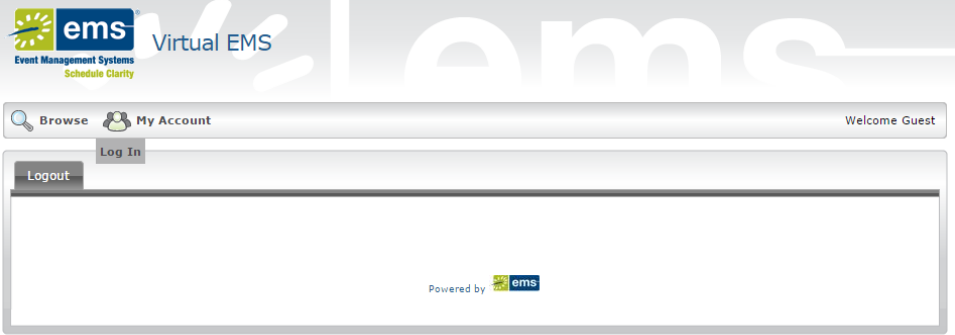


Reserving TLC Classroom / Lightboard Studio using Virtual EMS

1. Open your web browser.
2. Go to the URL <http://reserve.clarkson.edu/VirtualEms>



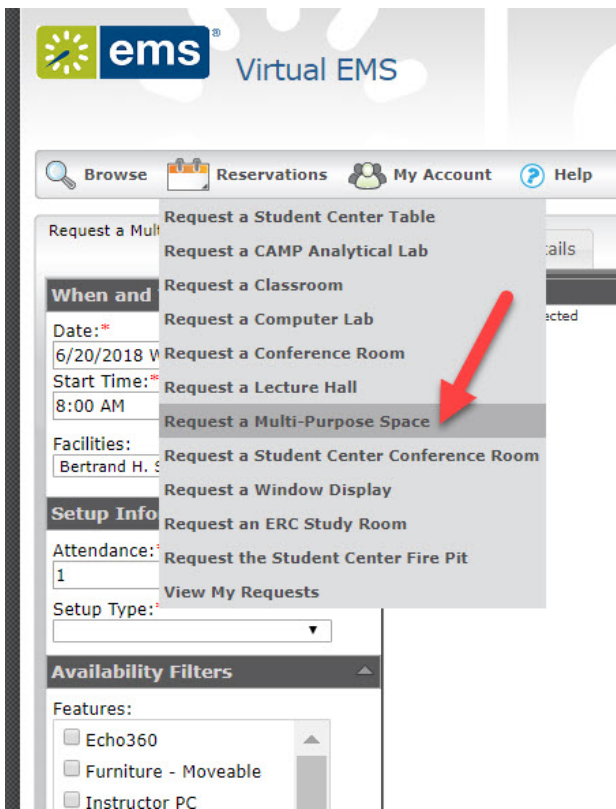
3. Highlight "My Account" and login using your Clarkson AD username and password.



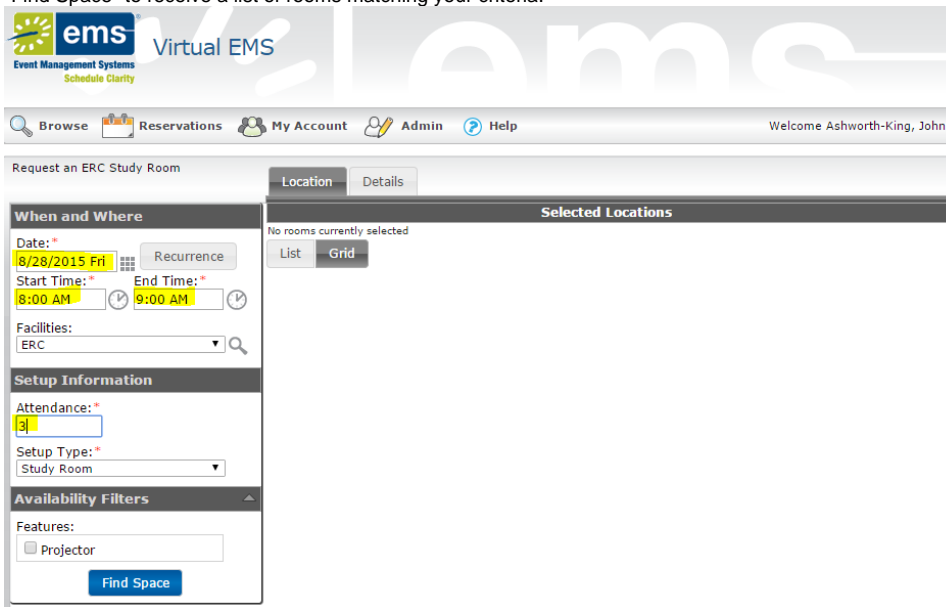
4. You are now logged into Virtual EMS, and should see your name on the right hand side of the menu bar. Now that you are logged in, you are able to make a reservation. To make a reservation for a TLC Classroom or Lightboard Studio,

Select Reservations
Select Multi Purpose Space
Select Bertrand H Snell
Set up Type (any will work)

Select Date & Time of Desired Event
Click Find Space



1. This will bring up the reservation window. You will need to select the date, start time, end time, and attendance for your reservation. Then click "Find Space" to receive a list of rooms matching your criteria.



Note: you must indicate an attendance of at least one person!

2. Now you will see the list of TLC rooms and their availability for the day. Hit the + icon to select the room, and it will move up to selected locations.

Educational Resource Center Example below:

Request an ERC Study Room

When and Where
 Date: 8/28/2015 Fri
 Start Time: 8:00 AM
 End Time: 9:00 AM
 Facilities: ERC

Setup Information
 Attendance: 3
 Setup Type: Study Room

Availability Filters
 Features: Projector

Selected Locations
 No rooms currently selected

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10
ERC																	
1502 Educational Resource Ctr	6																
1503 Educational Resource Ctr	6																
2201 Educational Resource Ctr	6																
2202 Educational Resource Ctr	4																
2203 Educational Resource Ctr	4																
2204 Educational Resource Ctr	4																
2205 Educational Resource Ctr	4																
2206 Educational Resource Ctr	4																
2207 Educational Resource Ctr	4																
2208 Educational Resource Ctr	6																

Find Space

3. Hit Continue.

Request an ERC Study Room

When and Where
 Date: 8/31/2015 Mon
 Start Time: 8:00 AM
 End Time: 9:00 AM
 Facilities: ERC

Setup Information
 Attendance: 3
 Setup Type: Study Room

Availability Filters
 Features: Projector

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
8/31/2015 Mon		8:00 AM	9:00 AM	2201 Educational Resource Ctr	Reserve	3	

Monday, August 31, 2015

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10
ERC																	
1502 Educational Resource Ctr	6																
1503 Educational Resource Ctr	6																
2201 Educational Resource Ctr	6																
2202 Educational Resource Ctr	4																
2203 Educational Resource Ctr	4																
2204 Educational Resource Ctr	4																
2205 Educational Resource Ctr	4																
2206 Educational Resource Ctr	4																
2207 Educational Resource Ctr	4																
2208 Educational Resource Ctr	6																

Continue

4. You will now need to enter the Event Name, and select your name from the 1st contact: field. If you type in the field, it will bring you to those letters, for example, typing ASH brought the author of this article to his last name.

Request an ERC Study Room

Location | **Details**

When and Where
 Date: 8/31/2015 Mon Recurrence
 Start Time: 8:00 AM End Time: 9:00 AM
 Facilities: ERC

Event Details
 Event Name: Request ERC Study Demo Event Type: Study Session

Group Details
 Group: Staff
 1st Contact: (temporary contact)
 (temporary contact)
 Adamczyk, Anthony
 Adams, Vanessa
 Ahlfeld, Robert
 Aldrich, Allison
 Allen, Rebecca
 Ailott, James
 Alpert, Alana
 Ames, Melanie
 Anderson, Angela
 Andreescu, Daniel
 Ardito, Marilyn
 Arnold, Erica
 Ashley, Christopher
Ashworth-King, John
 Atkins, Rachel
 Atkinson, Logan
 Attanasio, Nicholas
 Austin-Kormanyos, Julie
 Avadikian, Catherine

Setup Information
 Attendance: 3
 Setup Type: Study Room

Availability Filters
 Features: Projector
 Find Space

5. When you are done verifying all the information is correct, hit Submit.

Request an ERC Study Room

Location | **Details**

When and Where
 Date: 8/31/2015 Mon Recurrence
 Start Time: 8:00 AM End Time: 9:00 AM
 Facilities: ERC

Event Details
 Event Name: Request ERC Study Demo Event Type: Study Session

Group Details
 Group: Staff
 1st Contact: Ashworth-King, John
 Phone: 315/268-6791 Fax:
 Email: kashwort@clarkson.edu

Setup Information
 Attendance: 3
 Setup Type: Study Room

Availability Filters
 Features: Projector
 Find Space

Submit



6. You will receive a pop-up notification after making your reservation successfully. If the room you have requested is not available at the time you would like, or if you have already made one reservation for a study room that same day, please contact the Circulation Desk at circdesk@clarkson.edu or x2292.



Your request for an ERC Study Room has been submitted to the Circulation Desk.


Requests are limited to one reservation per day for up to three hours. If you would like to extend your reservation, or request a second session later in the same day, please contact library staff at the Circulation Desk.

Contact: circdesk@clarkson.edu, or (315) 268-2292.

You will also receive an email confirmation within a few minutes of making the reservation.

Confirmation - ERC Study Room  

Library Circulation Desk <circdesk@clarkson.edu> 3:18 PM (3 minutes ago)  

 Library Circulation Desk <circdesk@clarkson.edu>
to me <>

Your request for an ERC Study Room has been submitted to the Circulation Desk.
Requests are limited to one reservation per day for up to three hours. If you would like to extend your reservation, or request a second session later in the same day, please contact library staff at the Circulation Desk.
Contact: circdesk@clarkson.edu, or (315) 268-2292.

Reservation Id: 3589
Group: Staff

Date	Start	End	Building	Room	Status
8/31/2015	8:00 AM	9:00 AM	ER	2201 Educational Resource Ctr	Confirmed



Related articles

Content by label

There is no content with the specified labels

