EMS Web App Lactation Space User Guide

Getting Started

1. To request badge access contact the Office of Equity at equity@ucdenver.edu or 303-315-2567 with your first and last name and your employee/student ID number.
2. Navigate to the EMS Web App by visiting schedule.ucdenver.edu.
3. If you have a CU Denver | Anschutz domain user account, login with these credentials and it will take you to the request account web page or click Request An Account:

![Request An Account](image)

4. Complete the form and after identifying your department, include “lactation space user” in the Department field. Select Request An Account at the end of the form:

![Form](image)

Notification regarding account approval will be sent within 2 business days.
Creating Reservations

1. Navigate to the EMS Web App at schedule.ucdenver.edu and enter your User ID and Password in the appropriate fields and click Sign In.
2. Click CREATE A RESERVATION, find the CU Anschutz – Lactation Spaces reservation template, and click book now:

![EMS Web App](image)

*My Reservation Templates*

<table>
<thead>
<tr>
<th>Reservation Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Anschutz - Lactation Spaces</td>
<td>book now</td>
</tr>
<tr>
<td>CU Anschutz - Classrooms</td>
<td>book now</td>
</tr>
<tr>
<td>CU Anschutz - Common Conference Spaces</td>
<td>book now</td>
</tr>
<tr>
<td>CU Anschutz - Department Conference Rooms</td>
<td>book now</td>
</tr>
</tbody>
</table>

3. Fill out the Date and Time of your reservation on the left side of the page and click the Search button:

![Date & Time](image)
To create a recurring reservation click the **Recurrence** button, enter the recurring date and time pattern information, and click **Apply Recurrence**:

4. A list of available rooms will populate the right side of the page. Select a room by clicking the **Add Sign (+)** to the left of the room:

   **Tip:** Select **Schedule** to view the availability for all of the lactation spaces:

   **Tip:** For more information about the room, click on the room name in blue.
5. The room you have selected will move to the top of the page. Click **Next Step**:

6. In the *Reservation Details* section the **Event Name**, **Event Type**, and **Group** fields will automatically be populated. In the **1st Contact** field select your name from the drop-down list. Your contact information will populate into the **Phone** and **Email Address** fields:
7. Click **Create Reservation**:

After successfully submitting your reservation you will see the page below and will receive a confirmation email:

```
Room Request

Reservation Created

What would you like to do now?
› Add to my calendar.
› Edit this reservation.
```

**Contact Information**

**Lactation Space Access and Use:**

- **Office of Equity**
  
  [equity@ucdenver.edu](mailto:equality@ucdenver.edu)
  
  303-315-2567
  
  [https://equity.ucdenver.edu/lactation-resources/](https://equity.ucdenver.edu/lactation-resources/)

**EMS Web App Support:**

- **Technology Support Services**
  
  [tss.schedule@ucdenver.edu](mailto:tss.schedule@ucdenver.edu)
  
  303.724.8118
  
  [https://schedule.ucdenver.edu/](https://schedule.ucdenver.edu/)
1. Select **My Events**:

2. Select the reservation name to be cancelled from the list:

3. Select the **Minus Sign (-)** next to the booking date to cancel only that date or select **Cancel Bookings** to cancel all of the booking dates in the reservation:
Editing Reservations

1. Select My Events:

![My Events Section]

2. Select the reservation name to be edited from the list:

![Reservation Table]

3. Select the Pencil icon next to the booking date to edit only that date or select Booking Tools to edit all of the booking dates in the reservation:

![Reservation Details]

**Event Name:** Lactation Reservation

**Event Type:** Lactation

**Group:** CUA-CSA-OTT Technology Support Services

**1st Contact Name:** April Barr

**Bookings**

- **Date:** Fri Aug 3, 2018
- **Start Time:** 10:00 AM
- **End Time:** 11:30 AM
- **Time Zone:** MT
- **Location:** L15 Academic Office 1 - L15-6509 Lactation Space
4. After selecting the **Pencil icon**, adjust the date, time or room and click **Search** and **Update Booking**: 

After selecting **Booking Tools**, make adjustments to the **Date** and/or **Time** by using the drop-down menus, select the booking dates to apply the change, and click **Update Bookings**: 

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