

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**:

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. To request an account, login with your CU Denver | Anschutz username also known as your PassportID (e.g., DoeJ) and password and the account request page will open.

If you do not have a CU Denver | Anschutz account, go to the "My Account" menu and select "Request An Account" from the drop down menu.

User ID *

Password *

Sign In

⚠ I've forgotten my password.

Welcome, Guest.

Request An Account

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:

Request An Account

To request an account, enter your info and click Request An Account.

Email & Password

Email Address *

Password *

Confirm Password *

About You

Name *

Phone 1 *

Phone 2

Time Zone *

Additional Information

If you are a student, please provide your graduation date

Please provide your job title *

Organization *

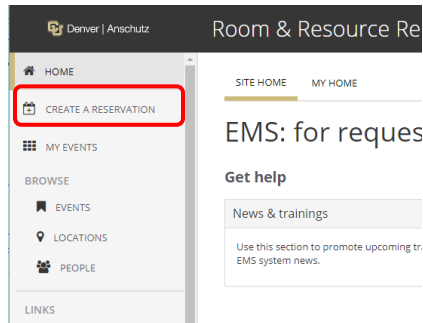
Please identify your department(s) *

Request An Account

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**:



My Reservation Templates

CU Anschutz - Lactation Spaces	book now	about
CU Anschutz - Classrooms	book now	about
CU Anschutz - Common Conference Spaces	book now	about
CU Anschutz - Department Conference Rooms	book now	about

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

Date & Time

Date
Fri 08/03/2018 [Recurrence](#)

Start Time
10:00 AM

End Time
10:30 AM

Create booking in this time zone
Mountain Time

Locations
(all) [Add/Remove](#)

[Search](#)

To create a recurring reservation click the **Recurrence** button, enter the recurring date and time pattern information, and click **Apply Recurrence**:

The image shows two parts of a reservation form. On the left, the 'Date & Time' section includes a date field with 'Fri 08/03/2018', a 'Recurrence' button (highlighted with a red box), start and end time fields (10:00 AM and 10:30 AM), a time zone dropdown set to 'Mountain Time', and a 'Search' button. On the right, the 'Recurrence' section includes a 'Repeats' dropdown set to 'Weekly', a 'Remove Recurrence' button, an 'Every' field set to '1 week(s)', an 'On' field with days 'Sun', 'Mon', 'Tue', 'Wed' (highlighted), 'Thu', 'Fri', and 'Sat', 'Start Date' (Wed 08/01/2018), 'End Date' (Wed 10/31/2018) with '(14 occurrences)', 'End after' (1 occurrence(s)), and another 'Search' button. At the bottom right of the recurrence section, an 'Apply Recurrence' button (highlighted with a red box) and a 'Close' button are visible.

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:

The image shows the 'Room Search Results' page. It has tabs for 'LIST' and 'SCHEDULE'. Below the tabs is a 'Favorite Ro...' checkbox and a 'Find A Room' search box with a 'Search' button. A table lists available rooms with columns for Room, Location, Floor, TZ, and Cap. The first room is 'Bldg 500-NG019A Lactation Space' in Building 500, Ground Floor, MT, with a capacity of 1. The second room, 'L15-6509 Lactation Space' in L15 Academic Office 1, 6th Floor, MT, with a capacity of 1, has a '+' icon next to its name (highlighted with a red box). Other rooms include 'L18-2105A Lactation Space', 'L18-2105B Lactation Space', and 'L18-10117 Lactation Space'.

Room ^	Location	Floor	TZ	Cap
Rooms You Can Reserve				
+ Bldg 500-NG019A Lactation Space	Building 500	Ground Floor	MT	1
+ L15-6509 Lactation Space	L15 Academic Office 1	6th Floor	MT	1
+ L18-2105A Lactation Space	L18 Research 1 South	2nd Floor	MT	1
+ L18-2105B Lactation Space	L18 Research 1 South	2nd Floor	MT	1
+ L18-10117 Lactation Space	L18 Research 1 South	10th Floor	MT	1

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

The image shows the 'Room Search Results' page with the 'SCHEDULE' tab selected and highlighted with a red box. The 'LIST' tab is also visible.

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**:

18 Next Step

Selected Rooms Attendance & Setup Type

● L15-6509 Lactation Space

Room Search Results

LIST SCHEDULE

Favorite Ro...

Room ^	Location	Floor	TZ	Cap
Rooms You Can Reserve				
+	Bldg 500-NG019A Lactation Space	Building 500	Ground Floor	MT 1
-	L15-6509 Lactation Space	L15 Academic Office 1	6th Floor	MT 1

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:

Reservation Details

Event Details

Event Name * **Event Type ***

Group Details

Group *

1st Contact

1st Contact Phone * **1st Contact Fax**

1st Contact Email Address *

7. Click **Create Reservation**:

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:

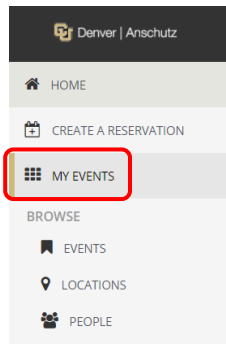
- Office of Equity
equity@ucdenver.edu
303-315-2567
<https://equity.ucdenver.edu/lactation-resources/>

EMS Web App Support:


- Technology Support Services
tss.schedule@ucdenver.edu 303.724.8118
<https://schedule.ucdenver.edu/emswebapp/>

Canceling Reservations

1. Select My Events:



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



RESERVATIONS BOOKINGS

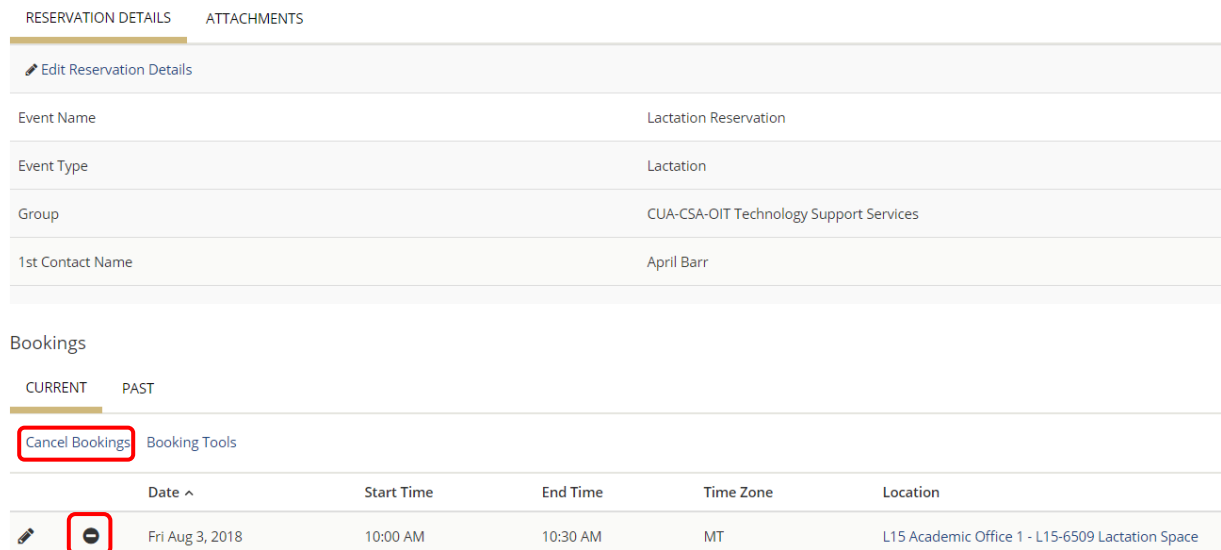
Search Reservations Include cancelled reservations

CURRENT PAST

Name	First/Last Booking ^	Location	Group	Services	ID	Status
EMS Consultant Visit	Tue Jul 24, 2018/ Wed Jul 25, 2018 (multi-booking)	Video Conference - Video Conference 4	CUA-C...	✓	281923	3 VC Support Confir...
Lactation Reservation	Fri Aug 3, 2018/ Fri Aug 3, 2018 (single booking)	L15 Academic Office 1 - L15-6509 Lactation Space	CUA-C...		282198	Confirmed

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:

◀ My Events / Lactation Reservation beginning Aug 3, 2018 (282198)



RESERVATION DETAILS ATTACHMENTS

Edit Reservation Details

Event Name Lactation Reservation

Event Type Lactation

Group CUA-CSA-OIT Technology Support Services

1st Contact Name April Barr

Bookings

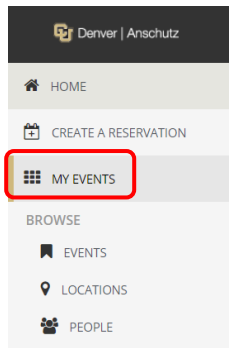
CURRENT PAST

Cancel Bookings Booking Tools

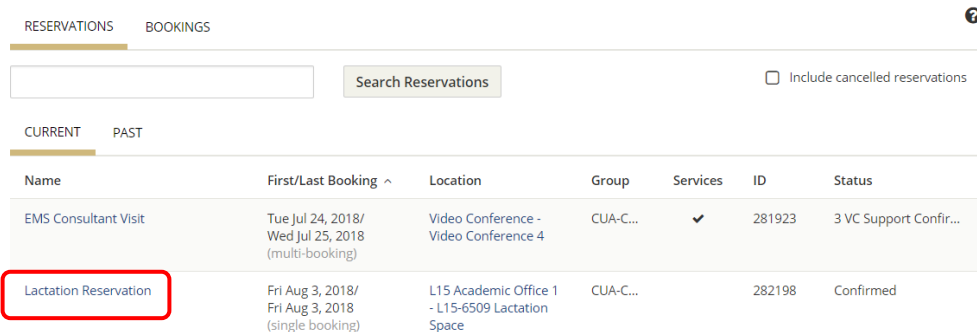
Date ^	Start Time	End Time	Time Zone	Location
Fri Aug 3, 2018	10:00 AM	10:30 AM	MT	L15 Academic Office 1 - L15-6509 Lactation Space

Editing Reservations

1. Select My Events:



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

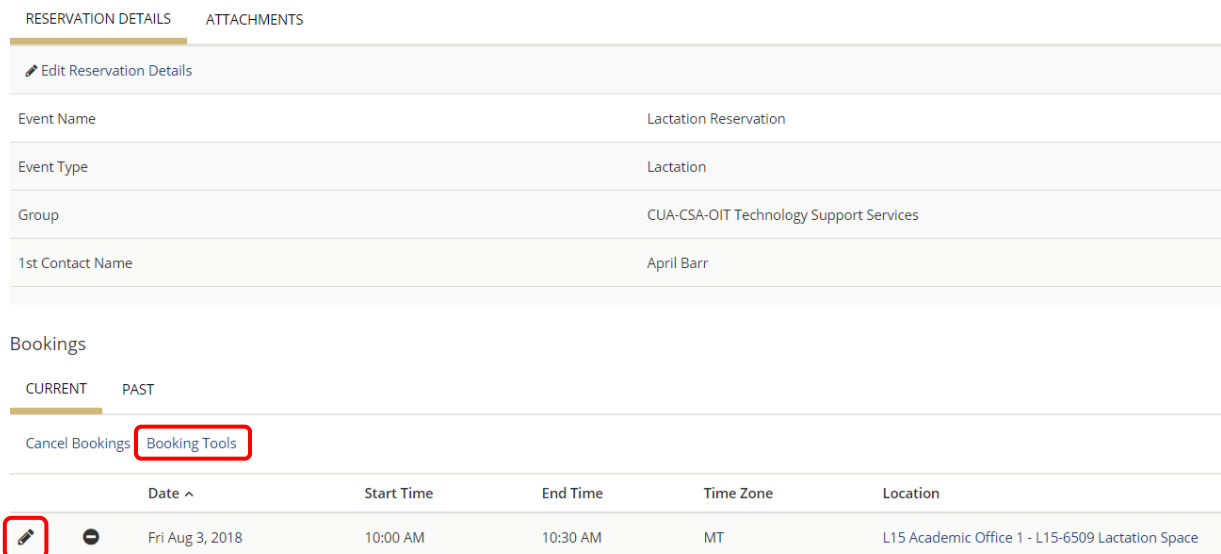


A screenshot of a web application showing a list of reservations. The 'RESERVATIONS' tab is active. A search bar and a checkbox for 'Include cancelled reservations' are at the top. Below are tabs for 'CURRENT' and 'PAST'. The table below has columns: Name, First/Last Booking, Location, Group, Services, ID, and Status. The 'Lactation Reservation' row is highlighted with a red box.

Name	First/Last Booking ^	Location	Group	Services	ID	Status
EMS Consultant Visit	Tue Jul 24, 2018/ Wed Jul 25, 2018 (multi-booking)	Video Conference - Video Conference 4	CUA-C...	✓	281923	3 VC Support Confir...
Lactation Reservation	Fri Aug 3, 2018/ Fri Aug 3, 2018 (single booking)	L15 Academic Office 1 - L15-6509 Lactation Space	CUA-C...		282198	Confirmed

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:

◀ My Events / Lactation Reservation beginning Aug 3, 2018 (282198)



A screenshot of the 'RESERVATION DETAILS' page for 'Lactation Reservation'. It shows fields for Event Name, Event Type, Group, and 1st Contact Name. Below is a 'Bookings' section with tabs for 'CURRENT' and 'PAST'. In the 'CURRENT' tab, there are buttons for 'Cancel Bookings' and 'Booking Tools' (highlighted with a red box). Below is a table of bookings with columns: Date, Start Time, End Time, Time Zone, and Location. A pencil icon next to the first booking is also highlighted with a red box.

Date ^	Start Time	End Time	Time Zone	Location
Fri Aug 3, 2018	10:00 AM	10:30 AM	MT	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**:

Event Name *
Lactation Reservation

Event Type *
Lactation

Date & Time

Date
Fri 08/03/2018

Start Time
12:00 PM

End Time
12:30 PM

Create booking in this time zone
Mountain Time

Locations
L15 Academic Office 1

Search

LIST SCHEDULE

Favorite Rooms o...

Find A Room Search

Rooms You Can Reserve

L15 Academic Office 1 (... Cap 7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7 8 9

L15-6509 Lactation S... 1 10 11 12 PM 1 2 3 4 5 6 7 8 9

Update Booking Cancel

Availability Legend

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**:

Booking Tools

Update Bookings

Date
No change to date

Time
No change to time

<input type="checkbox"/>	Date ^	Start Time	End Time	Time Zone	Location	Status	Result
<input type="checkbox"/>	Fri Aug 3, 2018	10:00 AM	10:30 AM	Mountain Time	L15-6509 Lactation Space	Confirmed	