

1. First, you will need to create a user account. Go to: <https://onlinescheduling.siu.edu/EmsWebApp/>
 - a. Click on **My Home** then click on Request an Account.
 - b. Fill out all information on the page. Please note, if you want your SIU Network ID and password to be used to login to online scheduling, then you must provide it.
 - c. Click Request an Account
 - d. You will be contacted for within two business days for account approval.
2. Once your account has been approved, login in to the online scheduling site with your SIU Network ID and password or email as your user ID and the password you created (click on **My Home**)

Request An Account

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

Email & Password

Email Address *

Password *

Password Strength

Confirm Password *

Enter your password again.

About You

Name *

Phone 1

Phone 2

Time Zone *

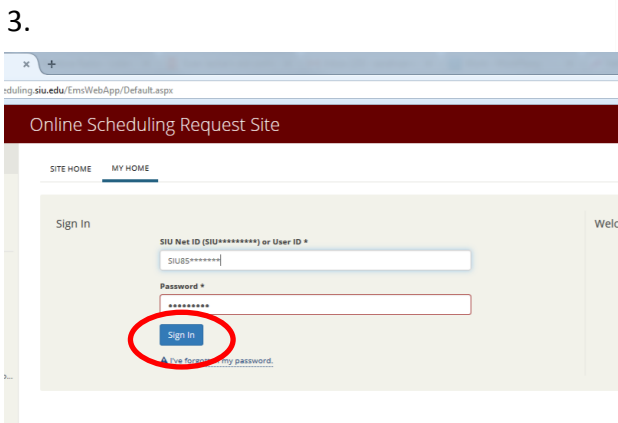
Additional Information

Please type your SIU Network ID Number (for RSO and Department users):

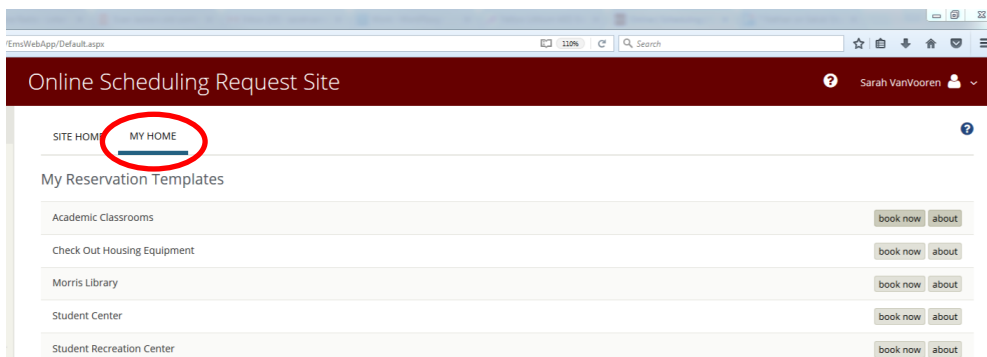
For which departments or organizations do you request space? *

Will you be requesting space with University Housing? Please note, you must be a Housing staff member or representative of a housing organization. *

Request An Account



3. Once you login, you will be on the main page of the Online Scheduling Request Site. The main page of the Online Scheduling Request Site lists general information about how to view scheduled events, how to schedule, account information and help information. To get back to the main page, you can do so by clicking the "SIU Icon" in the upper left hand corner of the page.
4. Remember, not all spaces in facilities can be reserved online! If the space you are needing is not available, contact that department accordingly.
5. To make a reservation, click on **My Home** and select the building/area for which you would like to reserve space and click **Book Now**.



6. Start with the **Date & Time** section:
 - a. Under "Date" enter the date of your event
 - b. Next, enter the start and end time of your event.
 - c. You can set recurring reservations by clicking the "Recurrence" button.
 - d. You can search for a room under the **Let Me Search for a Room** section or search for a specific you want under **I Know What Room I Want**.
 - e. Once you have selected a room, click on **Services** to add equipment and instructions, then select **Reservation Details** to add contact and additional event information. You will click **Create Reservation** to finalize your event.

1 Rooms
▶
2 Services
▶
3 Reservation Details

New Booking for Tue Aug 1, 2017

Date & Time

Date: Tue 08/01/2017 Recurrence

Start Time: 5:00 PM End Time: 6:00 PM

Create booking in this time zone: Central Time

Locations: Student Center Add/Remove

Search

Let Me Search For A Room

Setup Types: Auditorium Add/Remove

Number of People: 25 Search

I Know What Room I Want

Selected Rooms

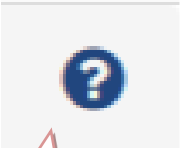
Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE

Favorite Rooms... Find A Room

Room	Location	Floor	TZ	Cap	Match
Rooms You Can Request					
+ Delta Room	Student Center	4th	CT	120	
+ Illinois	Student Center	2nd	CT	66	
+ Kaskaskia/Missouri	Student Center	2nd	CT	80	
+ Kaskaskia	Student Center	2nd	CT	40	
+ Mississippi	Student Center	2nd	CT	72	
+ Missouri	Student Center	2nd	CT	40	
+ Ohio	Student Center	2nd	CT	60	
+ Saline	Student Center	2nd	CT	32	



At any point you need assistance with online scheduling, you may also click the blue question mark symbols for help.

Confirmation Note: You will receive a confirmation for the facility you requested space from the appropriate department. For reservations with charges, there may be a requirement of signature by a fiscal officer and/or appropriate organization delegate.