Web App Instructions
How to create a single date web request reservation

Contact roomscheduling@unmc.edu if your booking is within 24 hours.

1. To access the EMS web app type https://unmcscheduling.nebraska.edu into your web browser.

2. In the top right corner select welcome, guest, then sign-in.

3. Select UNMC and log-in using your UNMC NETID credentials or TrueYou login

5. Search ALL or specific room(s) by using ‘add/remove’ on a given date then click search.

   OR

   ‘Let me search for a Room’ allows to search for a type of room, i.e. Conference, auditorium and specific features, i.e. UNMC Zoom Capable/Web Conferencing)

   OR

   Search for ‘I know What Room I want’ by typing the room name.

6. Once the room you desire is found, select green (+) next to desired room to be added to your ‘shopping cart’.

7. An “Attendance & Setup Type” dialog box will appear. Enter the number of attendees for your event then ‘Add Room’.

   Click on ‘Next Step’ button to add Tech Services or to proceed.
8. Select ‘Technical Support” to add the request. Add the following into the special instructions box.

**EVENT START TIME:** (When your class/meeting/event starts)

**SPECIAL:** (Instructions for special circumstances)

**ARCHIVE:** Echo archiving is completed by your department or contact 97665helpdesk@unmc.edu to schedule

**ZOOM URL:** (Full Zoom URL)

**ZOOM PWD:** (Zoom Passcode to enter conference)

**PRESENTATION SITE:** (Site where presenter will set up)

RECEIVE SITE(S): (Sites that will connect to Zoom for viewing)

* = required

9. Enter Event Name, Event type, and Select group designation from the Group dropdown (i.e. your department or team affiliation, not your name).

Your contact information will populate.

10. Click create reservation, to complete your reservation.
Once you have submitted your reservation, you will receive an email from EMS-NU-noreply@nebraska.edu stating the room requested has Web Request status. Within 48 hours you will receive second email stating your request has been confirmed.