


VIRTUAL EMS USER GUIDE

CREATING AN ACCOUNT

1. Go to: www.studentlife.osu.edu/vems
2. Click on “**Create an account as a virtual user,**” or highlight **My Account** on the menu bar and click **Create an Account**.
3. Fill out the Personal Information form completely and type the organization that you are affiliated with in the Notes section.
4. Click **Save**.
5. Refresh your browser. The screen will look the same, but a note will appear saying your account has been successfully saved and the toolbar will have changed. **You now have the ability to make a room request.**

MAKING ROOM REQUESTS

1. Go to www.studentlife.osu.edu/vems
2. Go to **My Account** and click **Log In**, or click on “**Click here to login.**”
3. Enter User ID (your email) and password.
4. On the menu bar, highlight **Reservations** and click on **Room Requests**.
5. Enter request information (Where & When) and click **Find Space**.
6. Click the Location(s) you’d like to reserve and then click the **Details** tab
7. Fill in Required fields and hit **Submit Reservation**. Note – You will need to click the  to find the group you’re booking for.
8. To Exit, highlight **My Account** and click **Log Out**.

Thank you for using Virtual EMS to check space availability and request rooms. Please note your reservation is only a request until it has been reviewed and approved by the Ohio Union, the Younkin Success Center or the Department of Recreational Sports. A member of the appropriate scheduling office will be in contact with you within 3 to 5 business days.