

## Online request for an ETMC Resource - JMU Event Management system

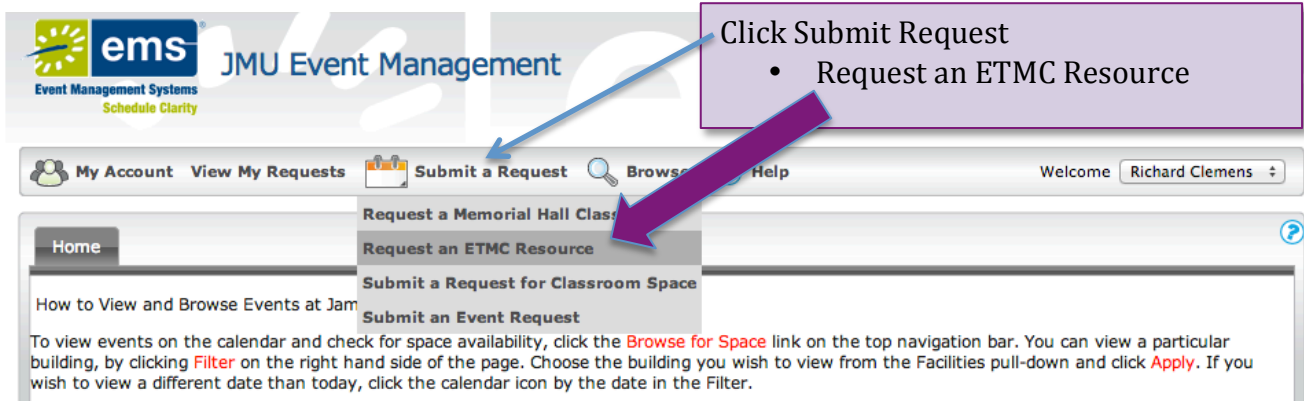
Beginning January 2014 COE faculty and staff will be able to request to reserve an ETMC resource online. The resources include mobile carts, the instructional computer lab (7215) and the small conference room (7255). This handout outlines the steps for making a request to schedule one of the ETMC resources.



Use a web browser and go to:

<http://ems.jmu.edu>

Click "My Account" => Log In with JMU eID.



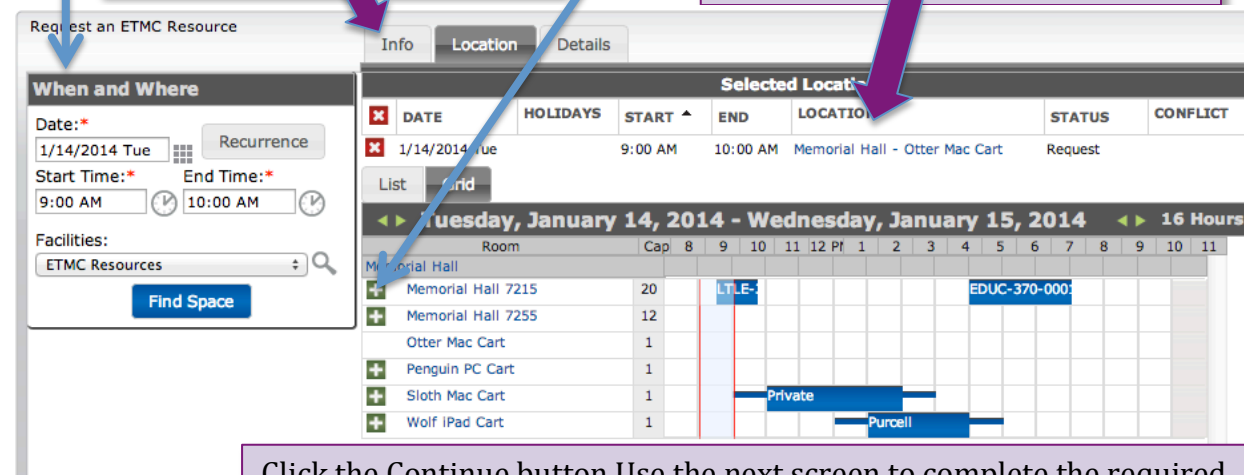
Click Submit Request

- Request an ETMC Resource

Choose a date and times for your request. Click Find Space button to see a calendar of the ETMC resources available to schedule.

Choose the resource you wish to reserve by clicking on the green plus sign next to the name.

The example shows the Otter Mac Cart reservation.



Continue

Click the Continue button Use the next screen to complete the required sections - title (ex. name of class) and your name as the 1st contact - email and contact information will auto display. Your request will be processed within one business day.