Web App Instructions

Log-in with your NUID Credentials

****There is a four-hour maximum time limit on reservations. A student is permitted to extend the reservation for a consecutive four-hour block if the space is available on the day of the reservation.

1. Access the EMS web app by typing https://unmcscheduling.nebraska.edu into your web browser.

2. In the top right corner click ‘welcome, guest’ and select sign-in.
3. Select UNMC and log-in using your UNMC NUID credentials

Creating a Study Space Reservation

4. Select the 'UNMC Reserve Library Student Study Space (Omaha)' template and click **book now** to reserve a study room.
5. **How to select a Study Room**

   1. Click the calendar button to choose a date to reserve a room.
   2. Select a start time and end time to your reservation
   3. Click search.
   4. **OR** Type in the name of the room to search for a specific room.
   5. All available rooms will show in ‘Room Search Results’

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

   a. An “Attendance & Setup Type” dialog box will appear. Enter the number of attendee(s) for your event and select ‘Add Room’.
6. Enter Reservation Details including (Event Name, Event Type, and Groups Details)
7. Select your name from the Group dropdown. NOTE: Your contact information will populate.
8. Click create reservation, to complete your reservation.

Continue to the next page to learn how to edit or cancel your created study room reservation.
How to edit or cancel reservation after it has been created

1. Once reservation has been created, you can click ‘Edit this reservation” or click ‘My Events’ to make any changes to your reservation.
A. Edit Reservation details allows you to change the meeting name, meeting type and add additional contact to your reservation,

B. Booking tools allow you to change the date or time of your reservation

C. To create a new reservation select ‘New Booking’ and Refer to PAGE 3 for instructions,

D. Cancel a reservation