Reserving Non-TechLink Rooms in Virtual EMS

Step One:

Access EMS by 1 of 2 methods:
* Directly at http://elpappems01.ttuhsc.edu/VirtualEms/
* From WebRaider - Select the HSC Employee tab and then “Event Management System (EMS)” under the Important Texas Tech Links – HSC on the right hand side.

Step Two:

Once logged in, select on the type of reservation needed.

Campus Room Request – Events requiring public non-Techlink rooms located at main campus.
Techlink Room Request – Events requiring public Techlink rooms located at main campus.
Off Campus Classroom Technology Support – Events occurring off campus.

Step Three:

Enter the required information, that is indicated with a red asterisk (*).

If your event is recurring then click on the Recurrence tab to enter the start and end dates and select “Find Space”
Step Four:

From the list of available rooms displayed, select the desired room by clicking on the green plus (➕) next to the listed room. The selected room will then appear in the Selected Locations section of the screen.

Select [Continue] at the bottom and complete the information found within the “Details” tab.

Step Five:

As indicated with a red asterisk (*), please enter the required information in the Event and Group Details sections.

Step Six:

Attach any relevant files to the reservation.

Step Seven:

Please indicate if your room reservation will require a setup or assistance from Classroom Technology.
Step Eight:

If you do require A/V setup, please indicate what equipment is needed and at what time.

![A/V Setup Form]

Step Nine:

Include any relevant notes in the following section.

![Notes Section]

Final Step:

Once all required information has been supplied, and necessary equipment has been selected click on “Submit”.

![Submit Button]

Immediately after submitting your reservation, a message will pop-up acknowledging the reservation. You should also receive an email that contains the basic information of your reservation. Within 24-48 hours, you will receive a final confirmation via email.