Assigning Department to User Profile in Virtual EMS

If you find that you are not assigned to the correct department when filling out a reservation for a room, please follow the following steps to fix it.

Once you have filled out the necessary information in ▼ ▼, proceed forward to the “Details” tab.

Please click on the magnifying glass next to the box.

The ITEM LOOKUP box will appear.
Once the desired department comes up, select the green plus under “ADD”. Once selected, it will show up on the top.

Scroll to the bottom of ITEM LOOKUP box, then select **Done** OR select the **x** on the right top corner.

In the “Group” box, click on the down arrow and the newly selected department will appear.
In 1st contact field, select either “(temporary contact)” or whatever name is needed.

If your name is not on the list, please select “(temporary contact)”. Please fill in all fields marked w/ *

If you continue to have issues or are unable to complete the steps, please contact:

Classroom Technology
(915) 215-4078