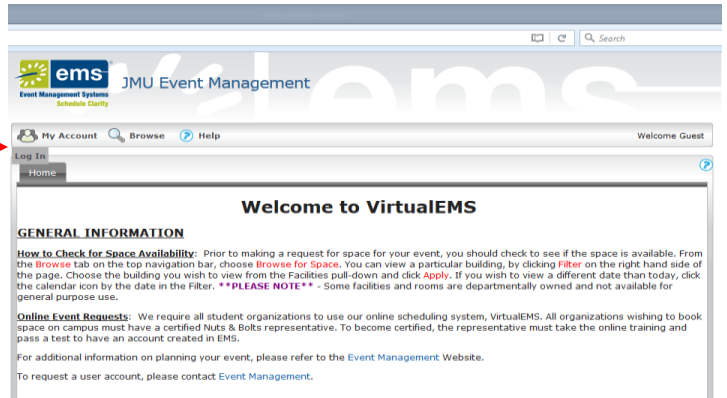


# VirtualEMS – A Quick Start Reference

1) URL - <https://ems.jmu.edu/virtualems>

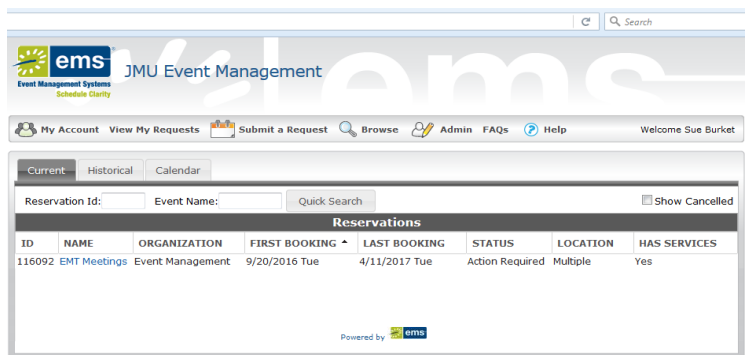
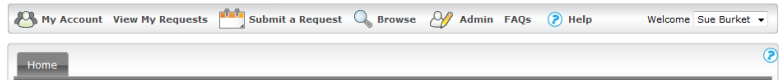
2) Hover over “My Account” and click on “Log In”.  
Log in using your JMU e-id and password.



3) Navigation bar options:

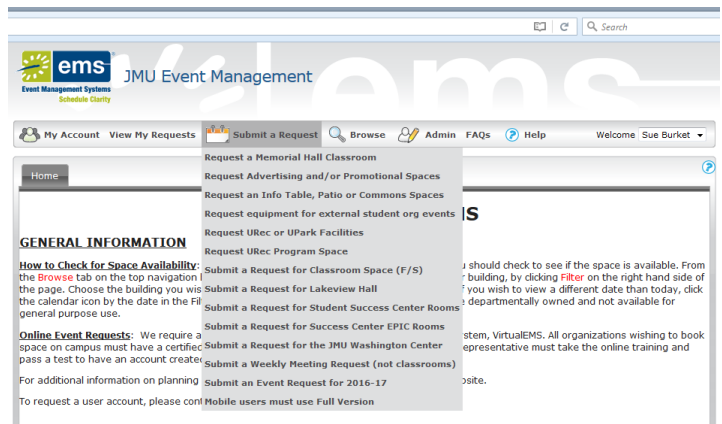
- **My Account** – log out after completing your request

- **View My Requests** – a listing of all of your event requests. You modify any of your requests from this option. You can add bookings, change the date and/or time of your event and also edit the details of your events.

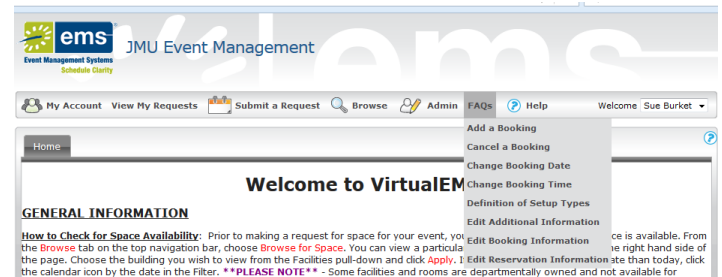


- **Submit a Request** – a listing of all the “templates” that you have been assigned based on your status (Faculty/Staff or Student). These templates may be based on room availability or the type of event that can take place in certain spaces. Each template will have complete instructions when opened. Please read them carefully!

- **Browse** – opens a new window where you can check room availability.



- **FAQs** – a link to brief instructions on how to add, cancel, change or edit an event request. Definitions of room setup types can be found here as well.



- **Help** – a link to various helpful resources.

