

HOW TO USE THE STUDENT UNION RESERVATION WEBSITE:

Reservation website: <http://emspro.truman.edu>



Virtual EMS

[Browse](#) [My Account](#)

Welcome Guest

Welcome to Virtual EMS

Powered by ems

1. Under My Account – choose “**Create an Account**”
2. Choose a **user name** and **password** that you will remember; fill out the form and hit “save”. If you forget your password we cannot look it up for you; we can only reset it.
3. Go back under My Account – choose “**Log In**”
4. Go to “**Reservations**” and choose “**Reservation Request Form**”
5. Fill out the form, choosing the building, room and times you want. Be sure to put in either **AM** or **PM** for the time.
6. Submit the form. We will receive it and process request forms on a first come, first served basis.
7. You will receive an e-mail confirmation once your request has been entered.
8. If the room you requested is not available, we will e-mail you and let you know the options. You must get back to us so that we know what you have decided to do.
9. If we don’t hear back from you, your request stays in “**In Progress**” status.
10. Web requests for **outdoor spaces** require additional time for us to process, due to needing more information from you than is available in EMS and the approval process. You will receive an additional e-mail from us after we receive your request.