# EMS Web App
# User's Guide

Updated July 2021



Office of Information Technology
UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

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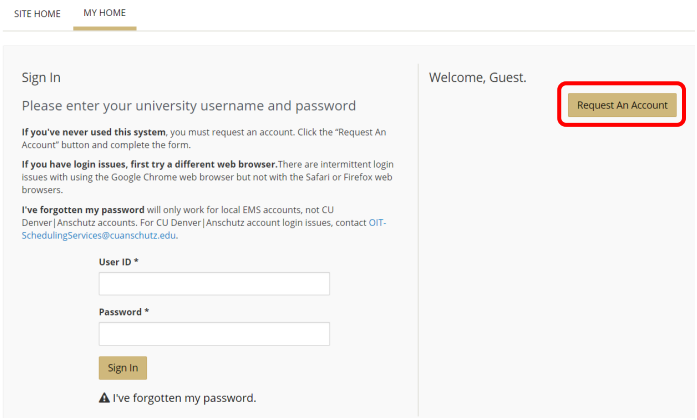
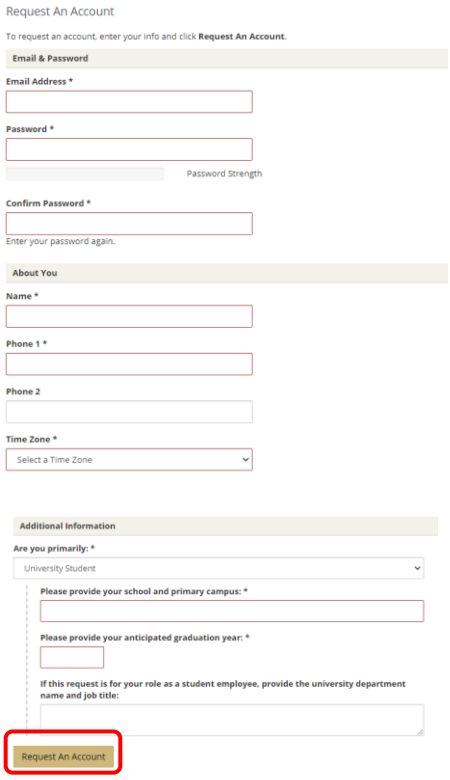
# Get Started

## Request an Account

Step 1: Go to [https://schedule.ucdenver.edu](https://schedule.ucdenver.edu) and click **Request An Account** on the home page:




Step 2: Fill out the web form (fields outlined in red are required) and select **Request An Account**:

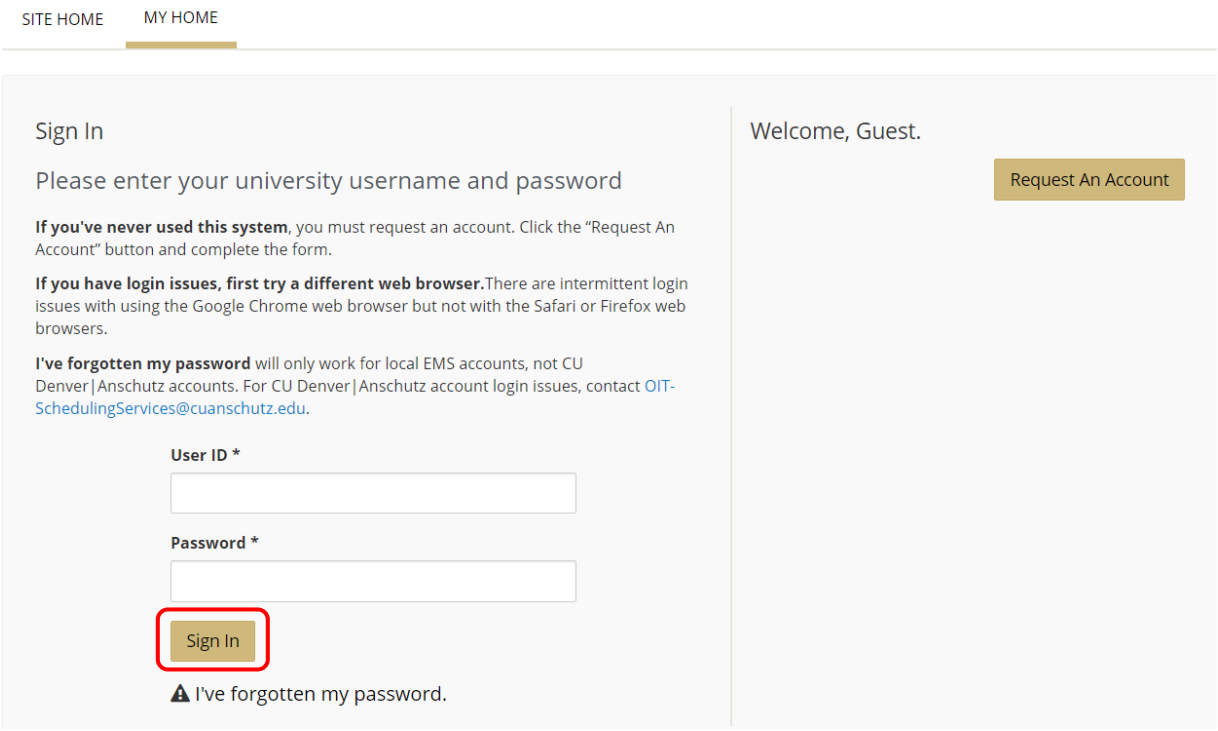



An account activation email will be sent within 2 business days.

# Log In

Step 1: Go to https://schedule.ucdenver.edu.

Step 2: Account requests are processed within 2 business days. After receiving the email that your account has been activated, on the *My Home* tab enter your *User ID* and *Password*, and click **Sign In**.




**Tip:** University users will sign in with their university network credentials (i.e. DoeJ and the associated password). The *I've forgotten my password* link will only work for local accounts (i.e. Hospital affiliates).

**IMPORTANT:** Please take the following steps if you are having issues logging into EMS:

- Use a different browser, like Firefox or Safari
- Try signing in to EMS using Incognito Mode

# Navigate

HOME menu contains:

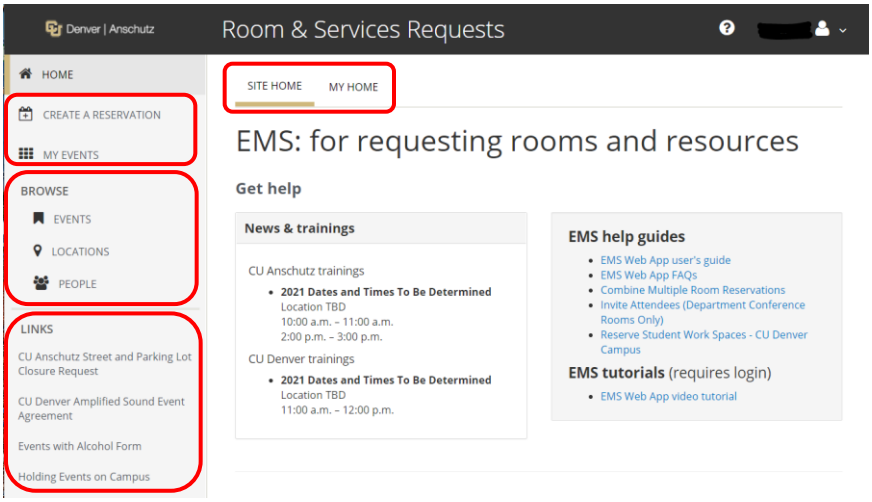
- CREATE A RESERVATION
- MY EVENTS (access your reservations)
- BROWSE
  - EVENTS (displayed in a calendar view)
  - LOCATIONS (buildings and rooms displayed in a schedule by day)
  - PEOPLE (search for reservations by department or group displayed in a daily list)
- LINKS (campus-related information)

SITE HOME contains:

- Information about trainings
- Links to help guides and tutorials
- Campus-specific information (i.e. building hours, room scheduling policy links, links to service fees)

MY HOME contains:

- *My Reservation Templates* (different types of reservations you can make)
- *My Bookings* (your reservations)




**Tip: Reservations and Bookings: What Is the Difference?**

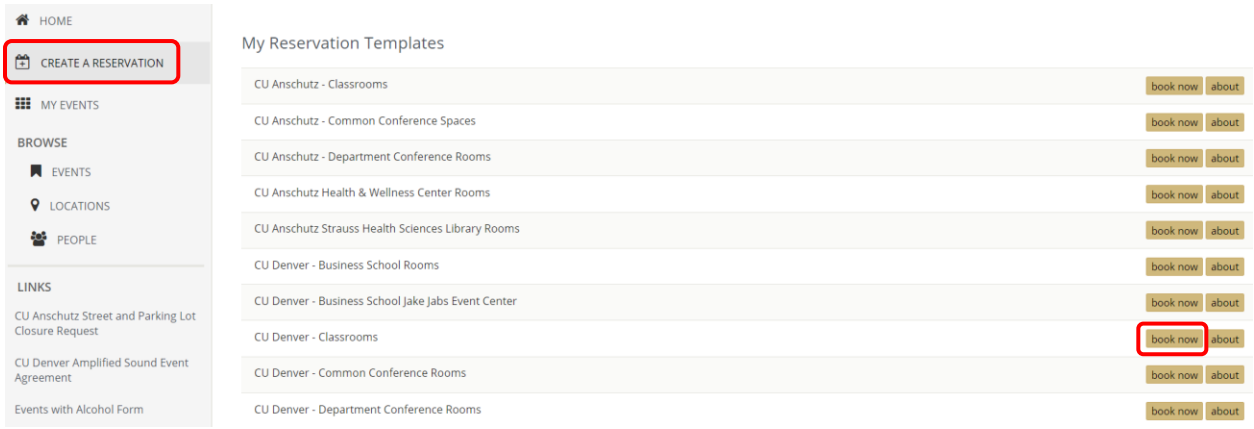
A ***Reservation*** is the purpose of the event. In EMS, a reservation is the who (the meeting organizer) and the what of an event. A Reservation contains one or more Bookings. For example, **you** (the *who*) can reserve some space for a **staff meeting** (the *what*).

A ***Booking*** is the where and the when of an event. For example, you can schedule the **large auditorium** (the *where*) for a staff meeting on the **second Monday in January** (the *when*). There are one or more Bookings in a Reservation.

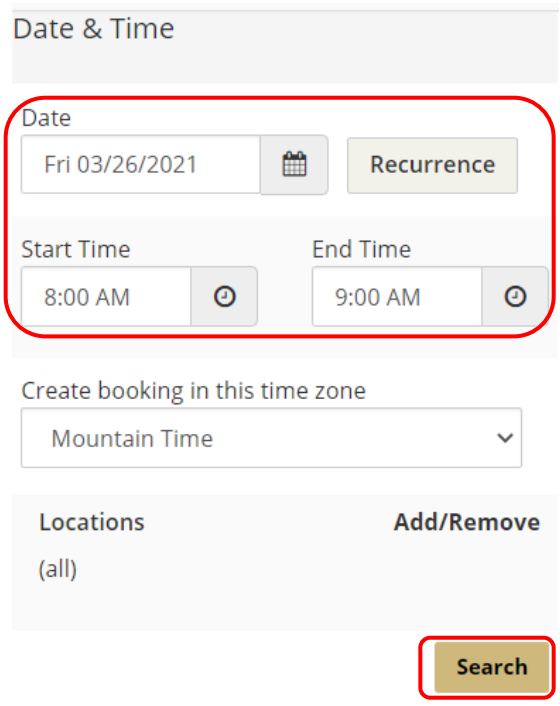
# Reserve a Room

## Basic Reservation

Step 1: Log in, click **CREATE A RESERVATION**, scroll to the desired reservation template, and click **book now**.



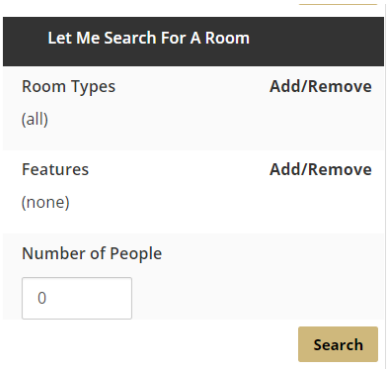

Step 2: Fill out the **Date & Time** of your activity, enter any additional search criteria, and click **Search**.



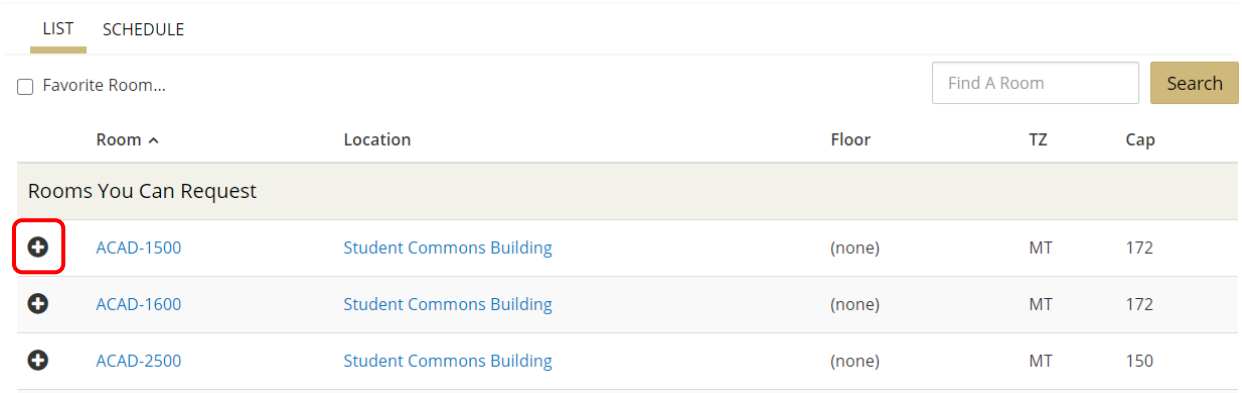

**Tip:** Use the **Recurrence** button to add a date pattern (see Advanced Room Reservations for detailed instructions).

**Tip:** Click ***Let Me Search for a Room*** to use additional search criteria to narrow down the search results.

- Use **Locations Add/Remove** to filter by a building.
- Enter the **Number of People** to filter out smaller rooms.
- Use **Room Types Add/Remove** to filter for a specific room type.
- Use **Features Add/Remove** to filter by room features.



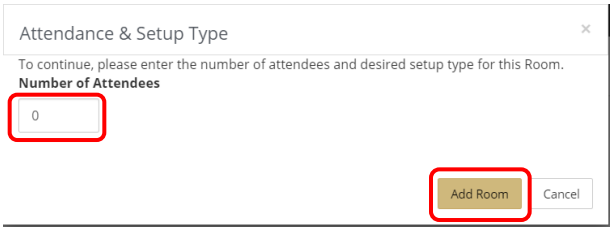
Step 3: A list of available rooms meeting your search criteria will populate. Choose the room that meets your needs by selecting the **Add Sign (+)** to the left of the room.




**Tip:** For more information about the building and room, click on the **Room** or **Location** name in blue.

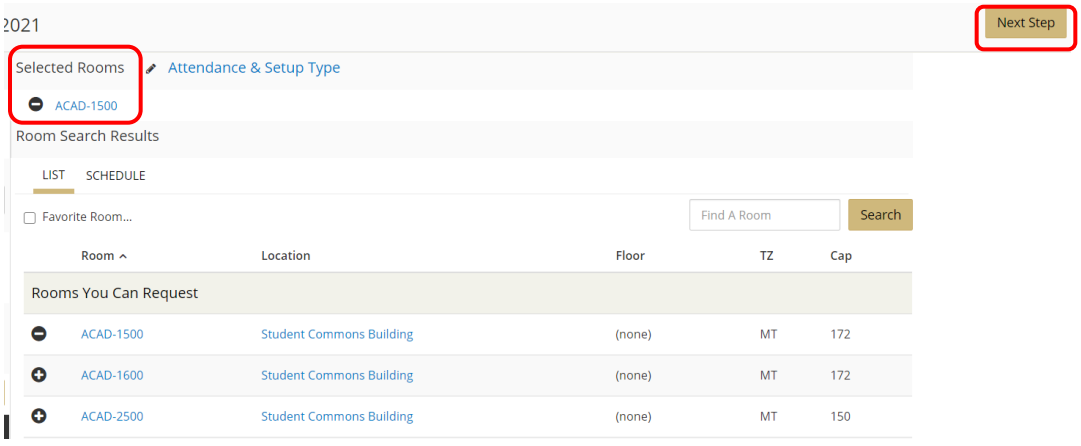
**Tip:** Click **Schedule** to see the schedule for all rooms, even those that are unavailable.

Step 4: Enter the **Number of Attendees** and click **Add Room**.




**Tip:** Room-specific information may appear in a pop-up window. Carefully read the information before clicking **OK**.

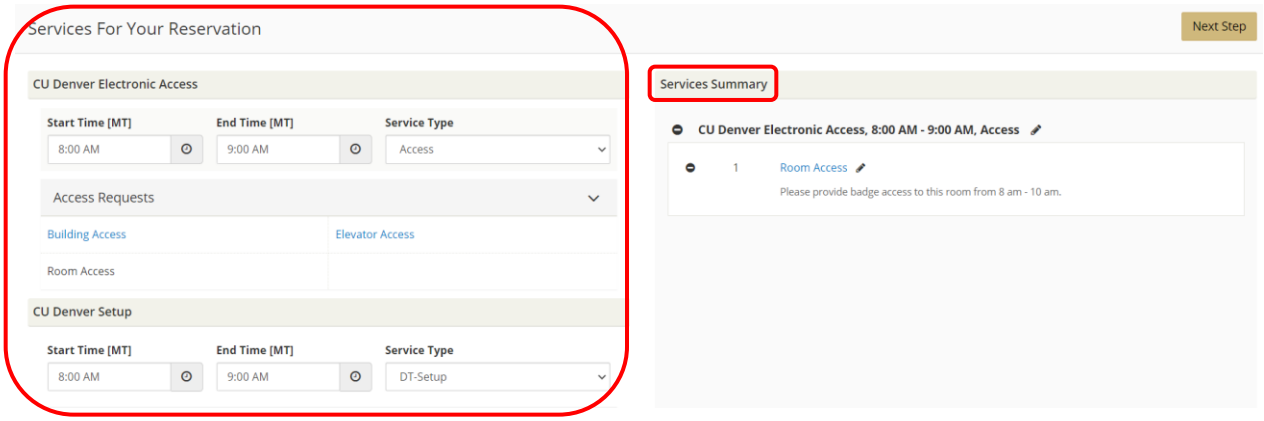
Step 5: The selected room will move to the top of the page. Click **Next Step**.




**Tip:** If additional rooms are needed, select another one from the list by clicking the **Add Sign (+)** to the left of the room.

Step 6: A list of available Facilities services will populate. Click items to add them to your request, review any item details, and provide additional information in the ***Special Instructions*** field. The item will move over to the ***Services Summary*** section at the right once selected.

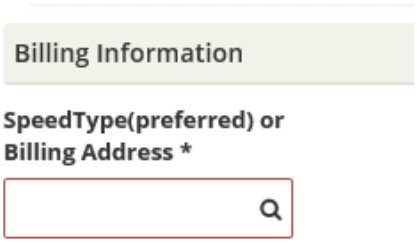
Please note if your reservation has multiple dates and/or rooms, requesting services on this window will automatically add the service to every date and room on the reservation. If you need a service for only one date or room, it can be added after submitting the initial room request (see Add Services for instructions).




**Tip:** To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.

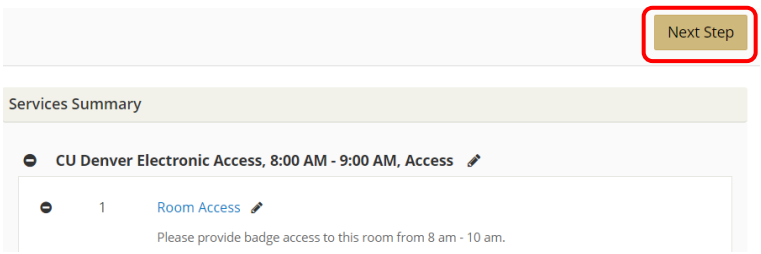
Edit: Remove:

Step 7: You will be required to provide **Billing Information**. This field is located at the bottom of the page. Every reservation requires a billing speed type or billing address.

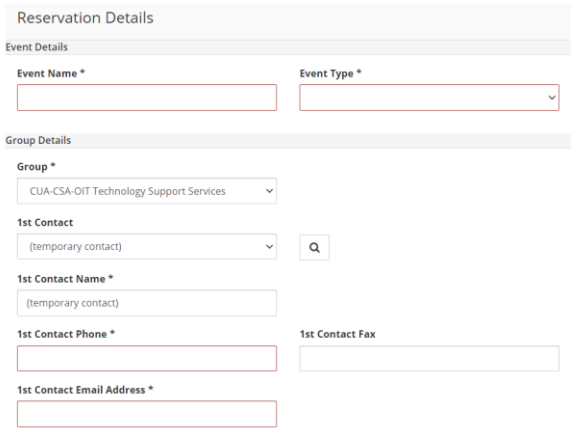



**Tip:** If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent to you. If you are a sponsoring department and the bill for your event will be paid by an outside agency, enter that billing address in this field.

Step 8: Once you have added all of your needed service items, click **Next Step**.



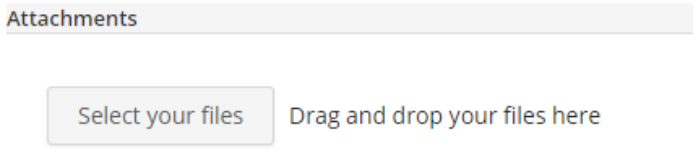
Step 9: Fill out the ***Event Details*** and ***Group Details*** sections. The ***Group*** field will auto-populate. Fields bordered in **red** are required.



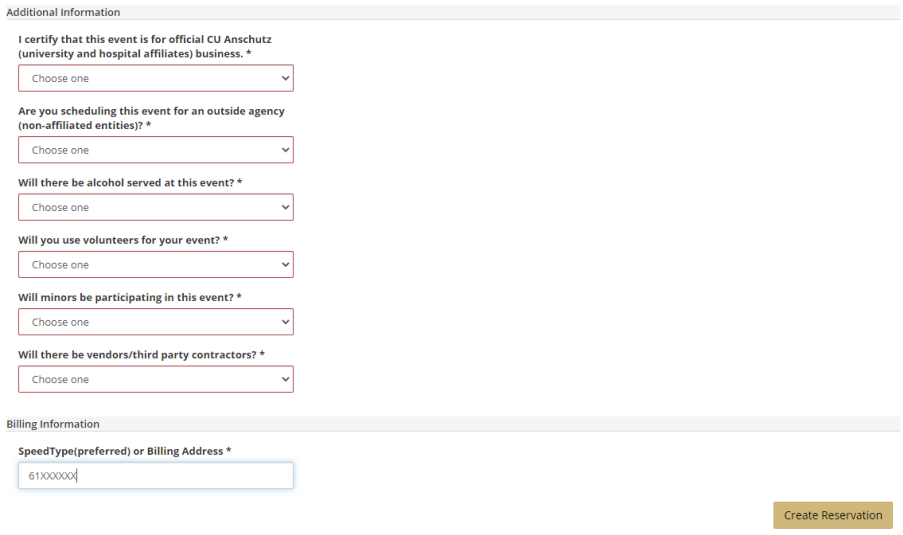

**Tip:** For incorrect group association, contact association, or contact details, send a correction request to:

OIT-SchedulingServices@cuanschutz.edu

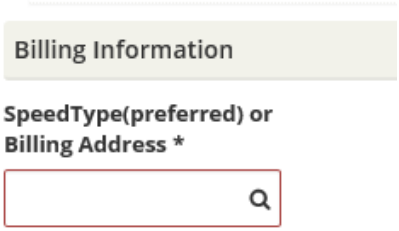
Step 10: Add any needed attachments in the **Attachments** section by clicking **Select your files**. Examples of attachments include room set up diagrams, detailed set up instructions, etc.




Step 11: Answer the questions in the ***Additional Information*** section. Questions bordered in **red** are required.

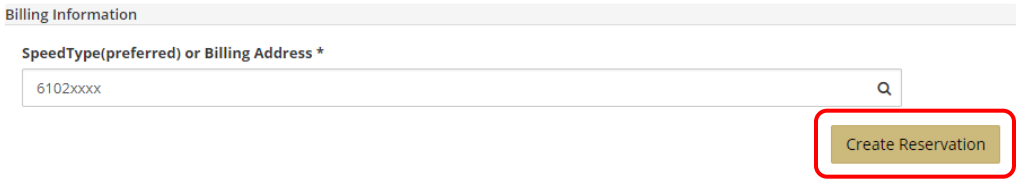


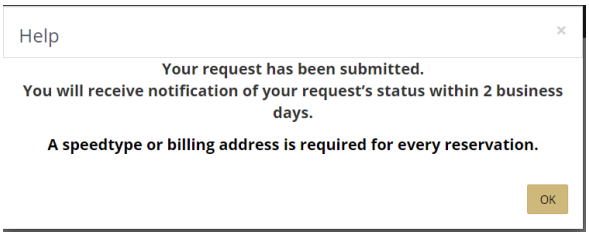
Step 12: You will be required to provide **Billing Information** if it was not provided when requesting services. Every reservation requires a billing speed type or billing address.




**Tip:** If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address. If you are a sponsoring department and the bill for your event will be paid by an outside agency, enter that billing address in this field.

Step 13: Click **Create Reservation**.

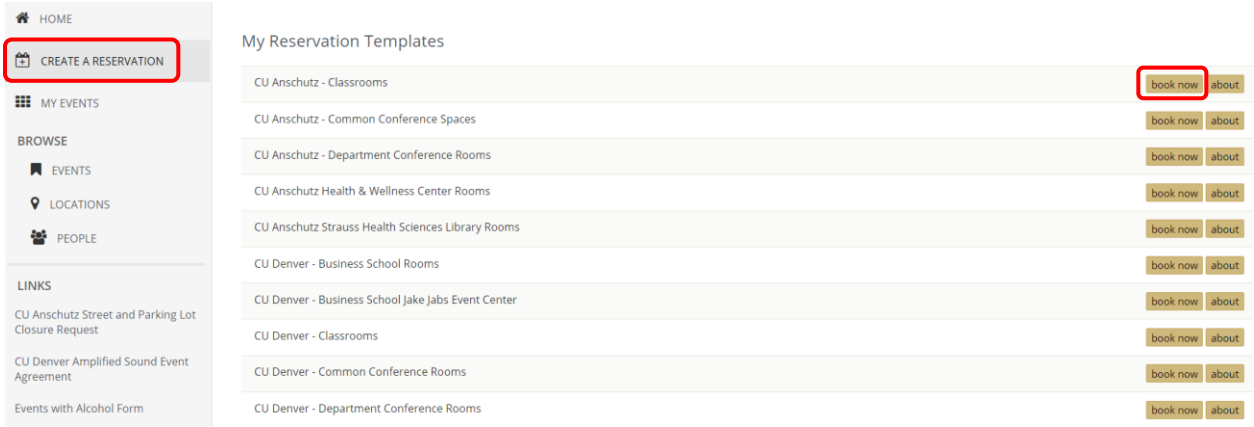



You will receive a confirmation email within 2 - 3 business days for most classrooms and common conference spaces. Confirmations for departmentally managed spaces may take longer.

# Advanced Reservation

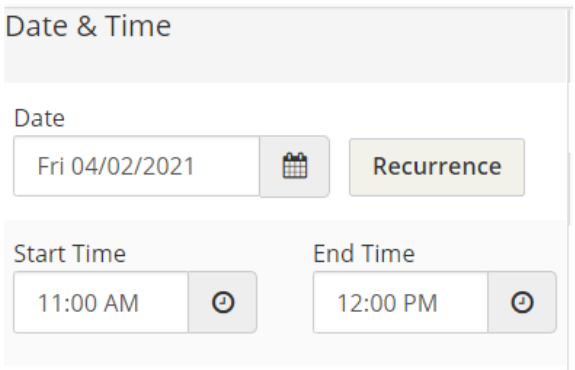
Step 1: Log in, click **CREATE A RESERVATION**, scroll to the desired reservation template, and click **book now**.




Step 2: Search for a room for one date or recurring dates:

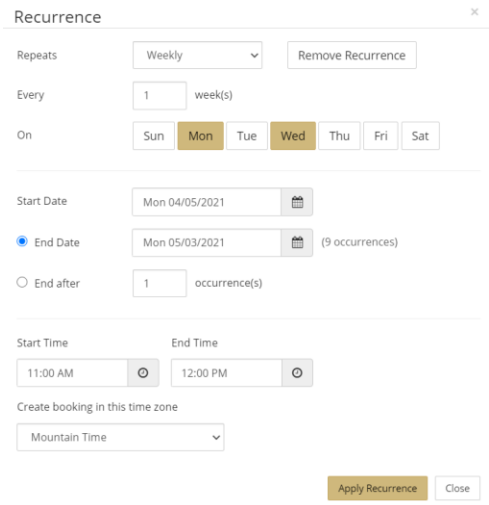
**One Date**

Enter the **Date**, **Start Time,** and **End Time.**




**Recurring Dates**

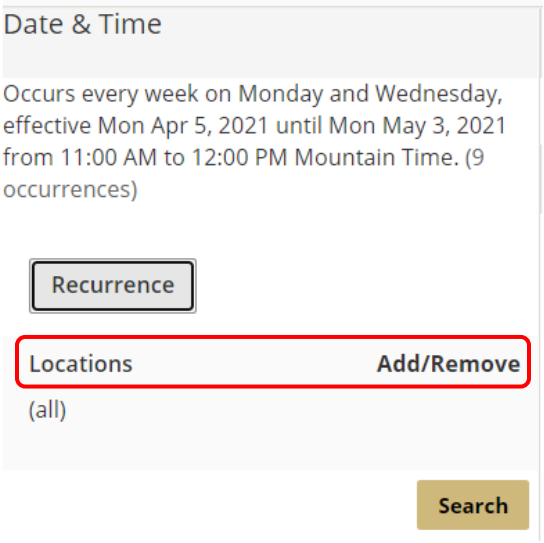
Click the **Recurrence** button, enter in the date pattern, **Start Time**, and **End Time**, and click **Apply Recurrence**.



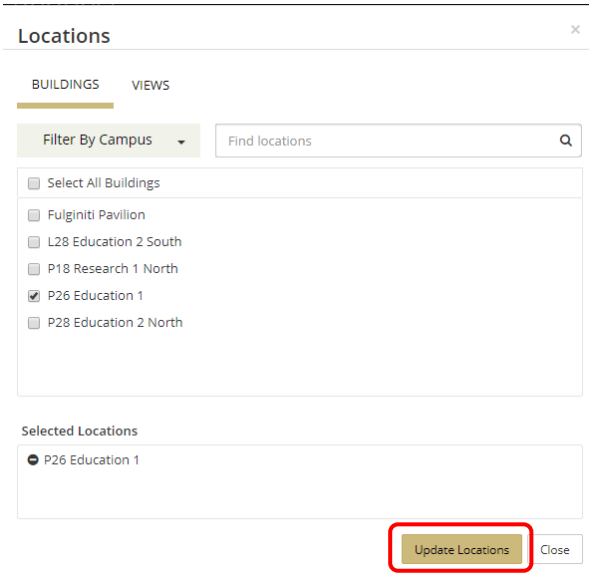

**Tip:** Use the **Repeats** drop-down menu and click *Random* to select non-patterned dates from a calendar (the *Random* option is not available for departmentally managed rooms

Step 3: Add other search criteria, including:

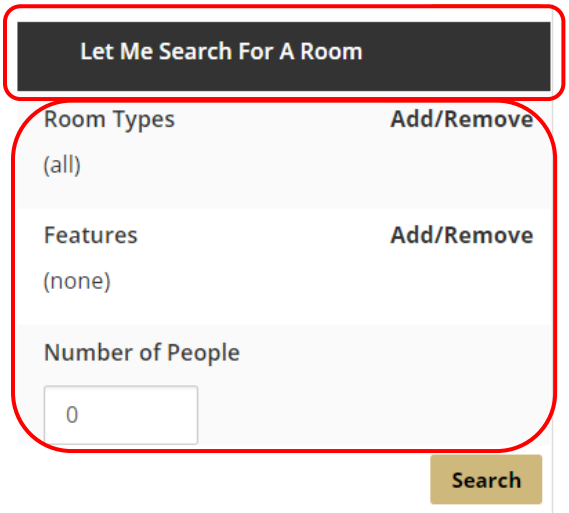
Use **Locations Add/Remove** to filter by a building.




Select the building(s) to filter and click **Update Locations**.




Click ***Let Me Search for a Room*** to use additional search criteria to narrow down the search results.




Enter the **Number of People** to filter out smaller rooms.

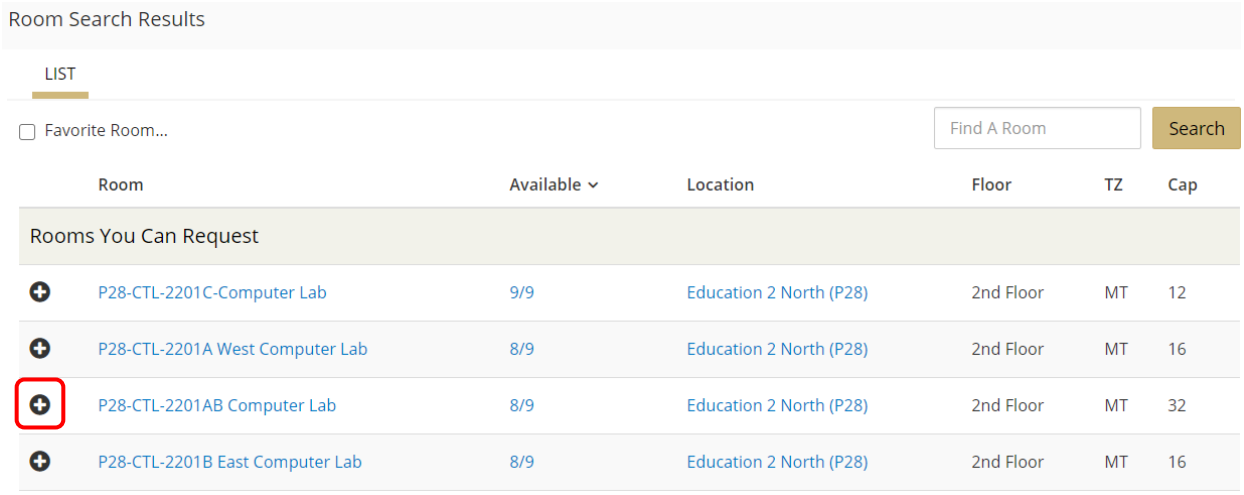
Use **Room Types Add/Remove** to filter for a specific room type.

Use **Features Add/Remove** to filter by room features

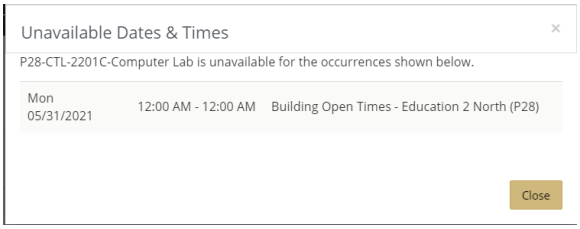
**Tip:** Use the **Features** filter to search for only the most important needed features (not all equipment is available in all rooms).

When finished entering in the search criteria, click **Search**.

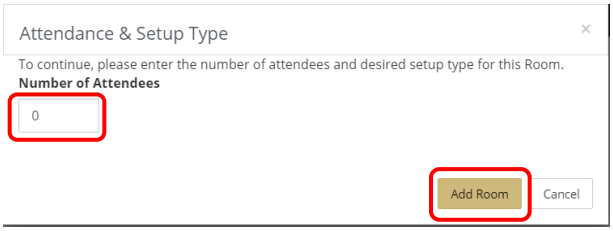
Step 4: A list of available rooms meeting your search criteria will populate. Choose the room that meets your needs by selecting the **Add Sign (+)** to the left of the room.




**Tip:** Room recurrence availablity is displayed in the ***Available*** column. The room may not be available for all of the dates in the recurrence. Click on the number (i.e. 8/9) for more information about the unavailable date.

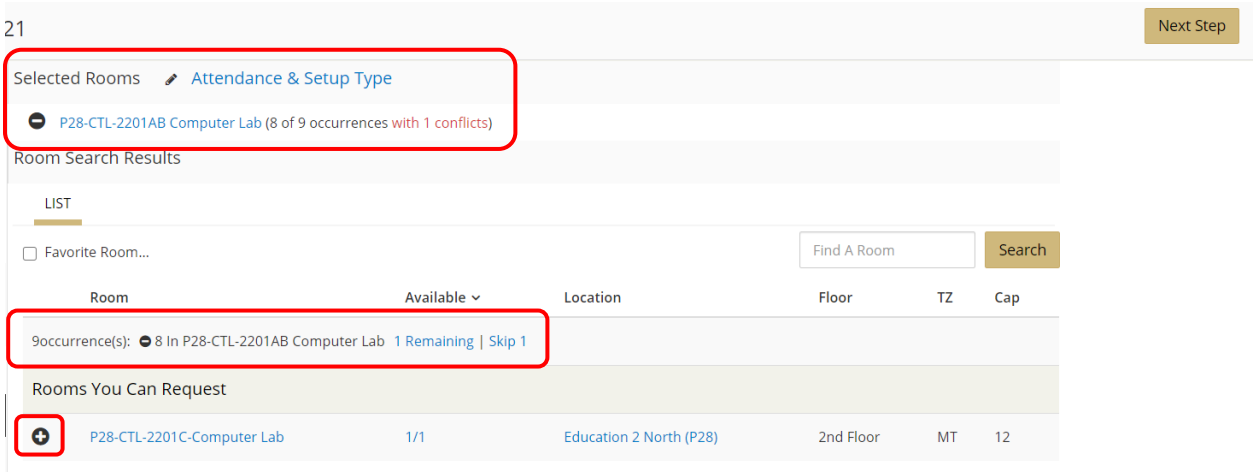



Step 5: Enter the **Number of Attendees** and click **Add Room**.

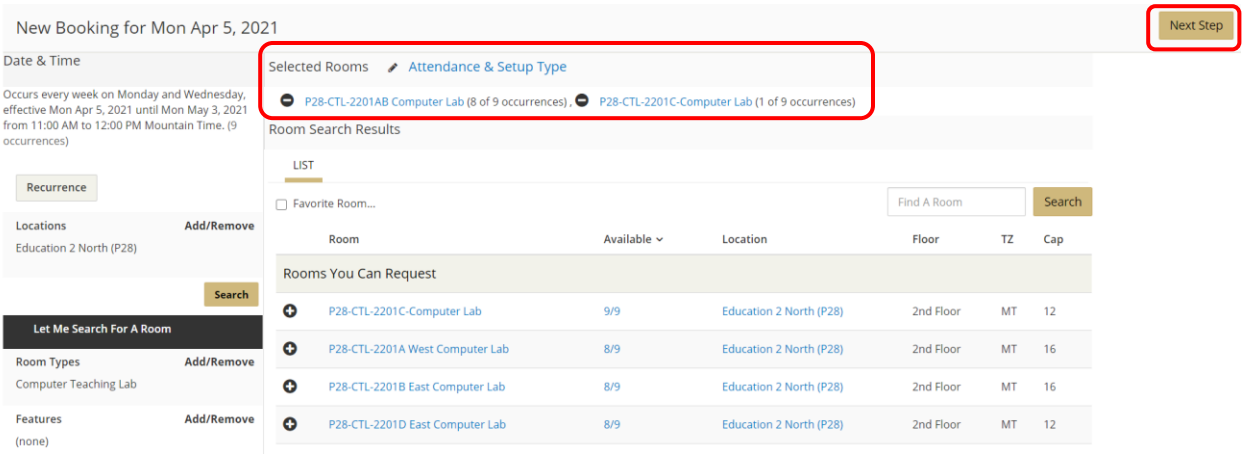



**Tip:** Room-specific information may appear in a pop-up window. Carefully read the information before clicking **OK**.

Step 6: The selected room will display at the top of the page. If the selected room was not available for all of the dates in the recurrence, you must either select a different room or skip the remaining dates.




Step 7: Review your selected rooms at the top of the page. If you require additional rooms for this activity, choose an additional room from the available list. When finished selecting rooms, click **Next Step**.

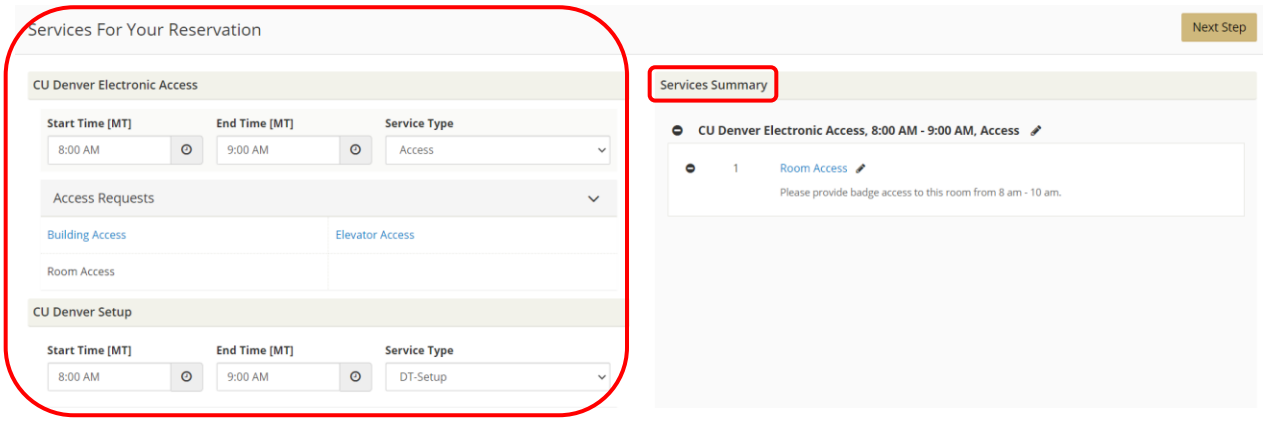



**Tip:** To review the full date/time/room detail of the request, click **My Cart** to see this information in a list.

Step 8: A list of available Facilities services will populate. Click items to add them to your request, review any item details, and provide additional information in the ***Special Instructions*** field. The item will move over to the ***Services Summary*** section at the right once selected.

**NOTE: Services are different for each campus and will populate here according to the room's location. Not all services are available to all locations.**

Please note if your reservation has multiple dates and/or rooms, requesting services on this window will automatically add the service to every date and room on the reservation. If you need a service for only one date or room, it can be added after submitting the initial room request (see Add Services for instructions).

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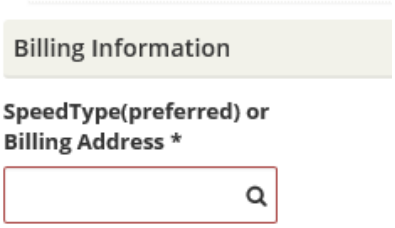


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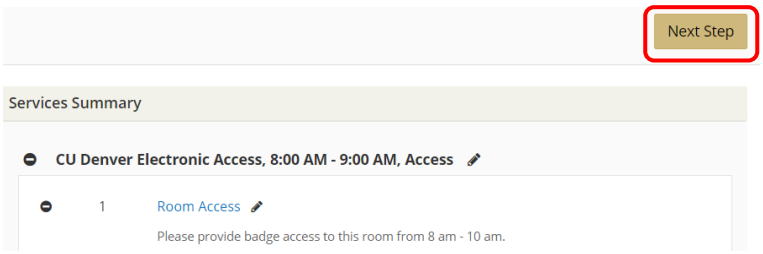
Step 10: Once you have added all of your needed service items, click **Next Step**.

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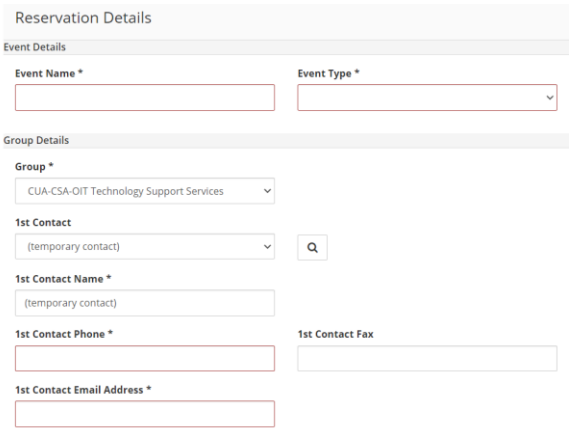


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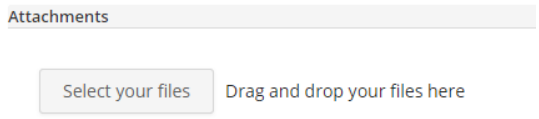

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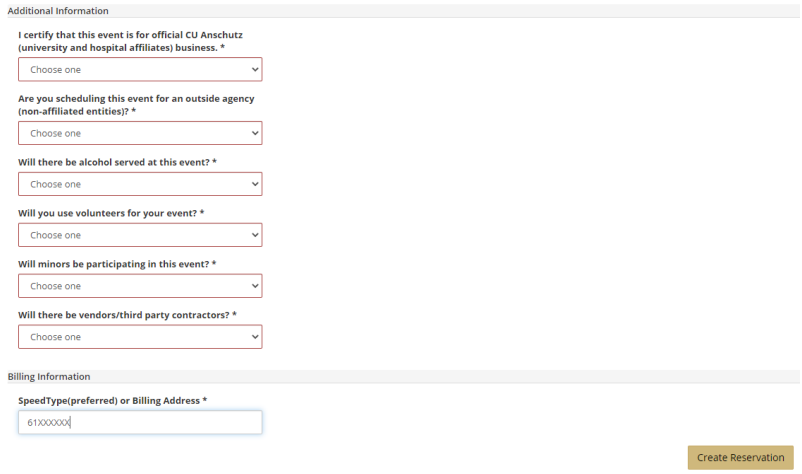
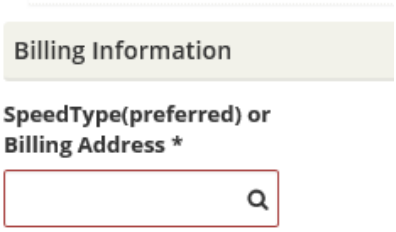
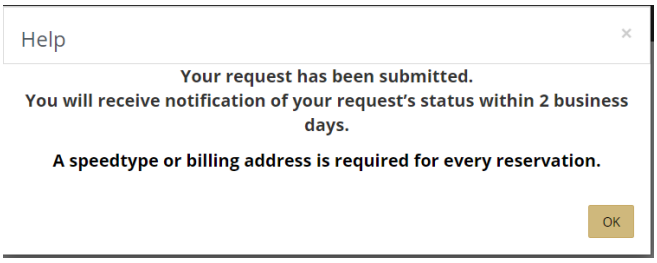



Step 14: You will be required to provide **Billing Information** if it was not provided when requesting services. Every reservation requires a billing speed type or billing address.




**Tip:** If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address. If you are a sponsoring department and the bill for your event will be paid by an outside agency, enter that billing address in this field.

Step 15: Click **Create Reservation**.




You will receive a confirmation email within 2 - 3 business days for most classrooms and common conference spaces. Confirmations for departmentally managed spaces may take longer.

# Edit a Reservation

## Edit Details

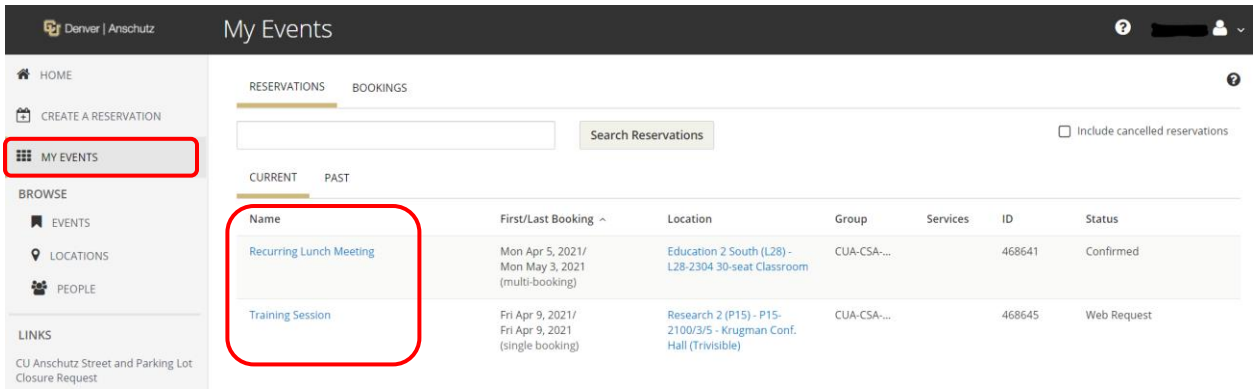
Reservation details include:

- event name
- event contact name
- event contact details
- billing information
- questions that were answered when the request was submitted

**Tip:** To edit the room reservation (including date, time, or room selection) see Edit Room Reservation for instructions.

**Tip:** To edit a service reservation (including housekeeping, furniture, parking, etc.) see Edit Service Reservation for instructions.

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

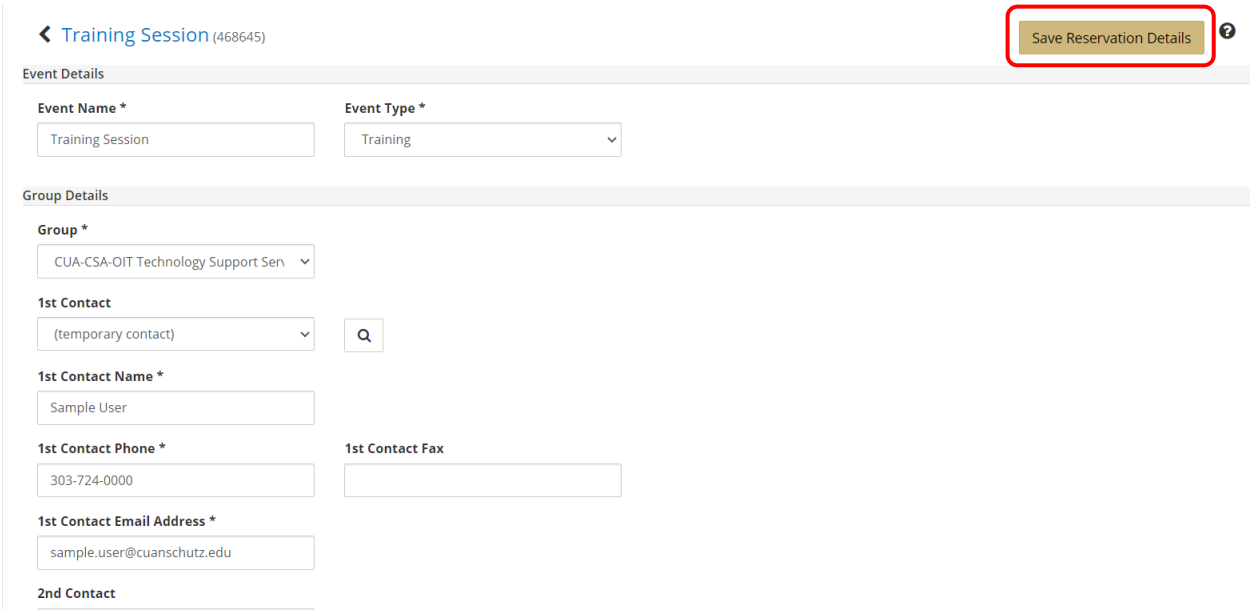



**Tip:** Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

**Tip:** For more information about the room, click on the room name in blue.

Step 2: Click the **RESERVATION DETAILS** tab and click **Edit Reservation Details**.

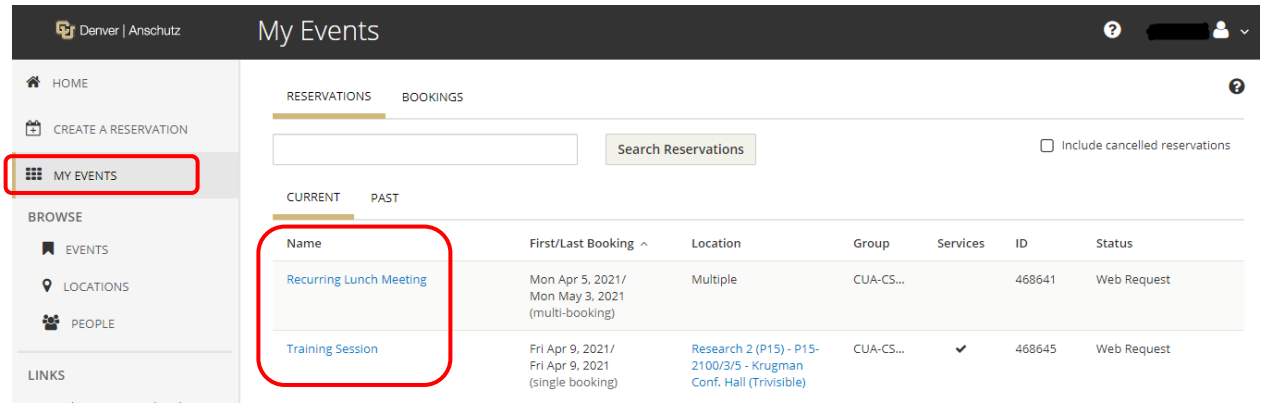
Step 3: Make any needed adjustments and click **Save Reservation Details**.



# Edit Room Reservation

## Cancel

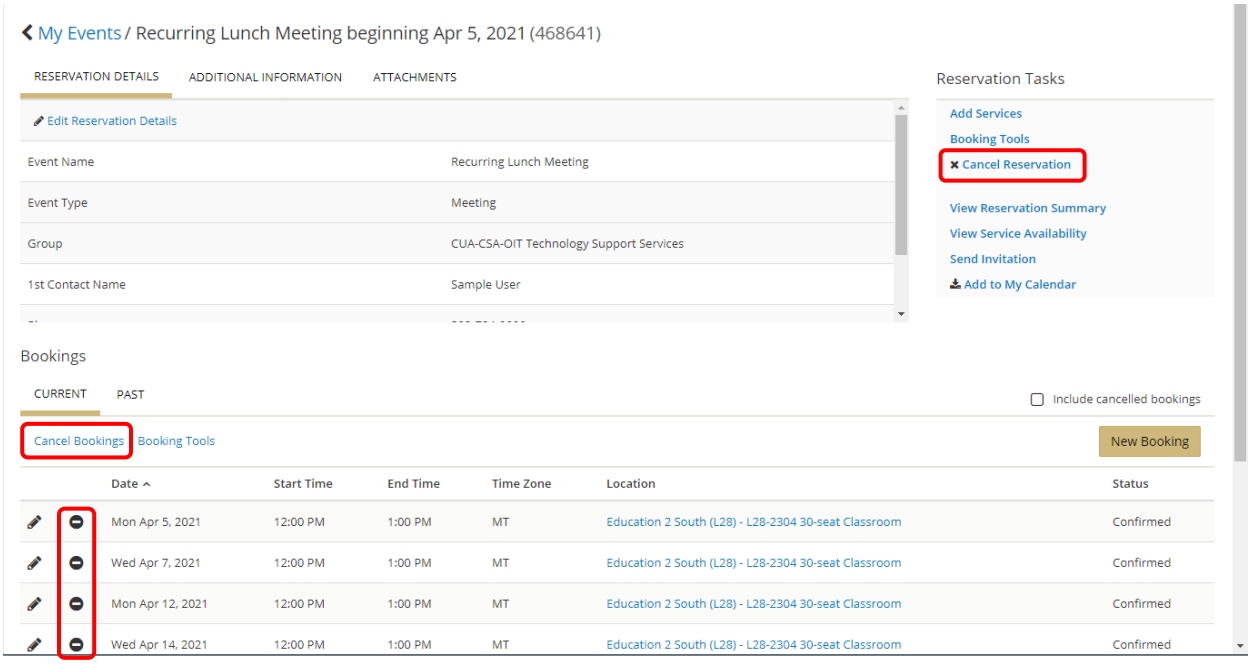
Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.




**Tip:** Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

Step 2: Make any needed cancellation adjustments.

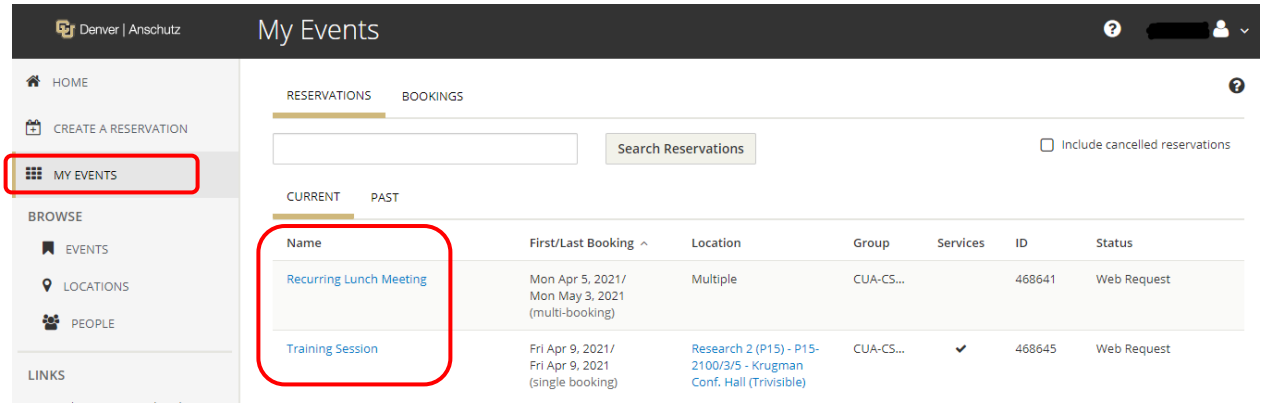
- **Cancel Reservation** will cancel all bookings in the reservation.
- **Cancel Bookings** will allow you to pick and choose which bookings to cancel.
- The **Minus Sign (-)** will cancel one booking at a time.




**Tip**: **Cancel Reservation** will also cancel all Facilities services included in the room reservation.

# Edit

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

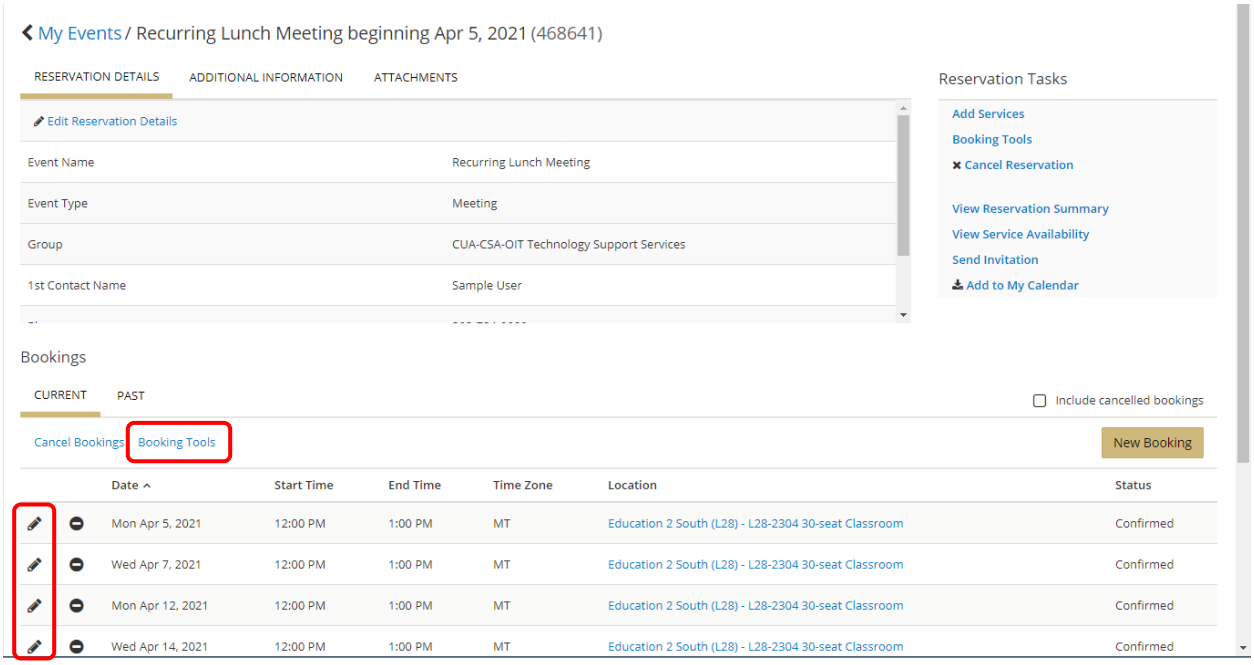



**Tip:** Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

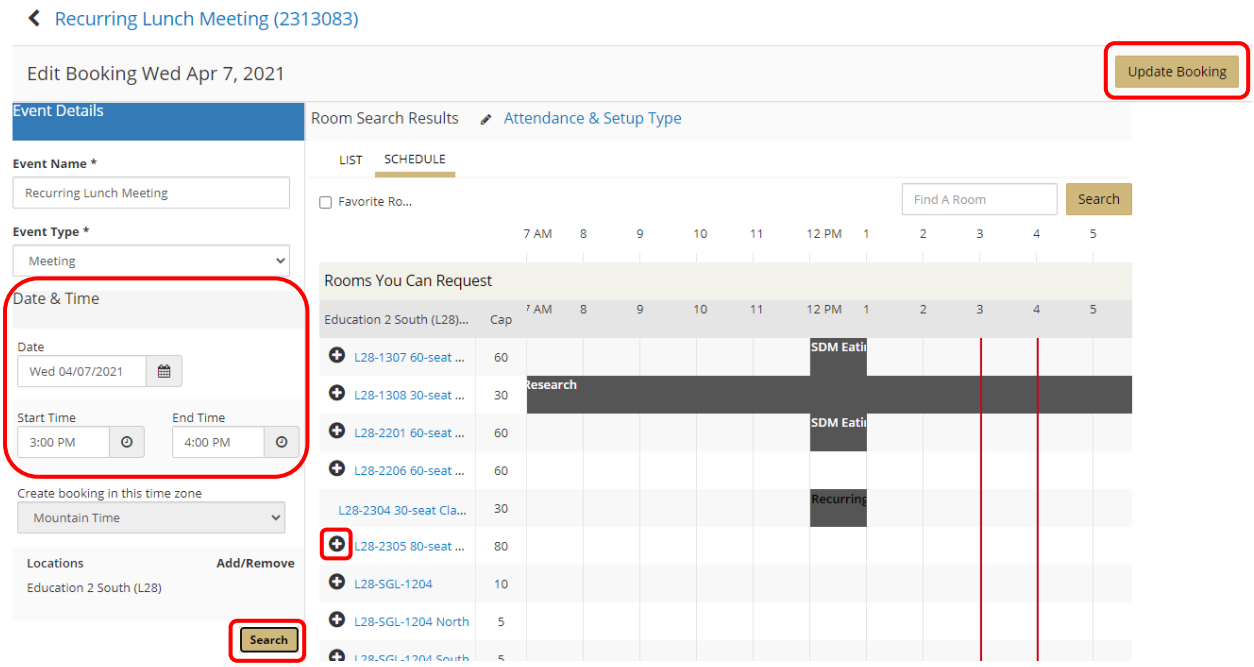
**Tip:** Reservations that include service requests have a **Check Mark** (✓) in the **Services** column.

Step 2: Make any needed adjustments.

- Click **Booking Tools** to edit the date or time for some or all of the bookings.
- Click the **pencil icon** to edit the room, date, or time for one booking.

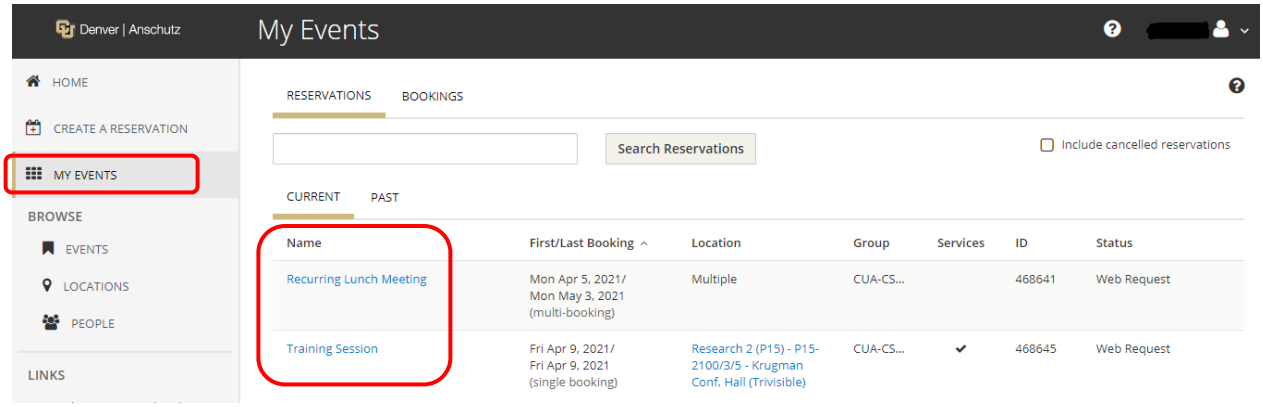


Step 3: After clicking the **pencil icon**, adjust the date or time fields and click **Update Booking**. Click **Search** to view other available rooms. Click the **Add Sign (+)** next to a different room and click **Update Booking** to change the room selection.



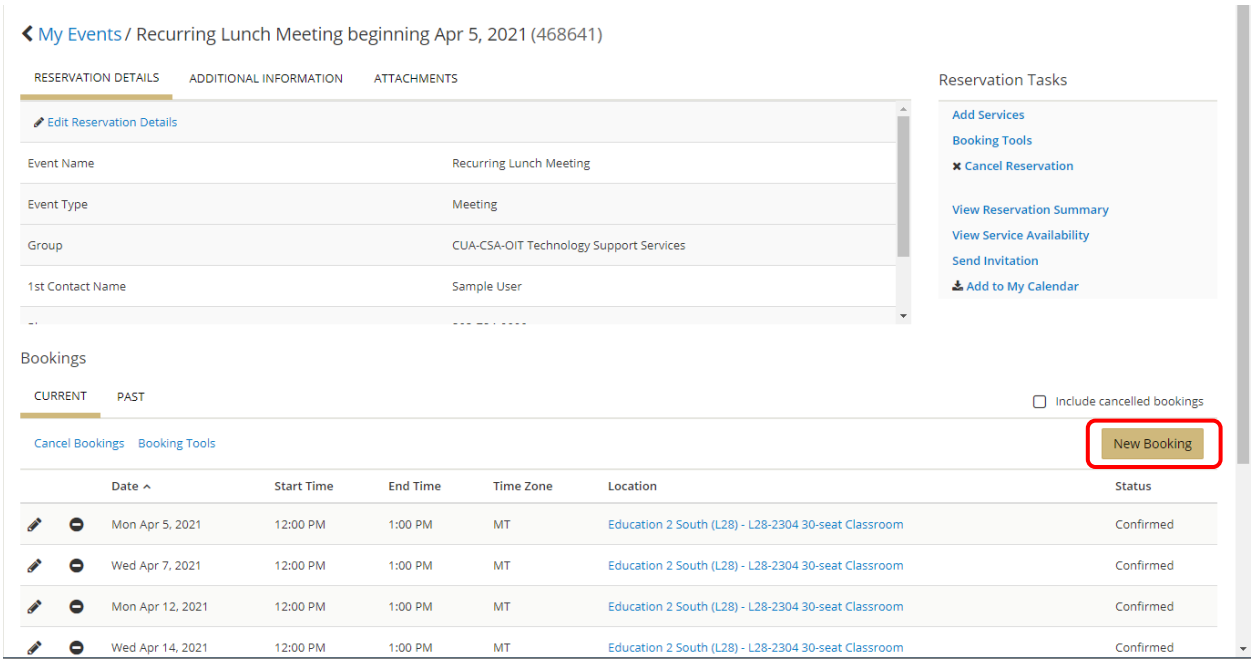
# Add

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

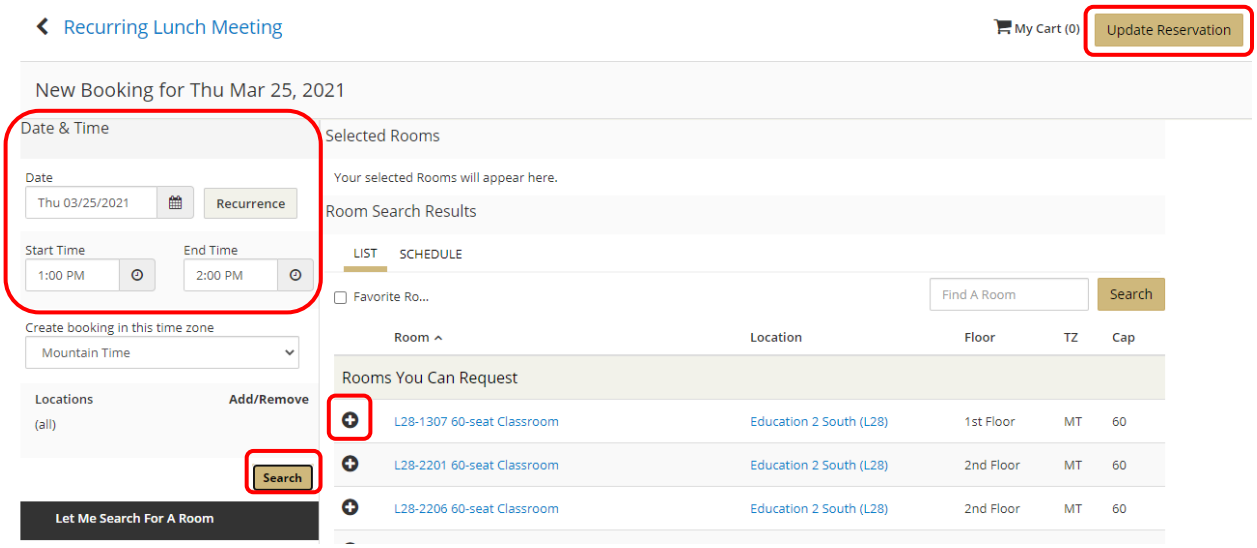



**Tip:** Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

Step 2: Click **New Booking** to search and add other rooms (for the same date/time) or other dates to this reservation.



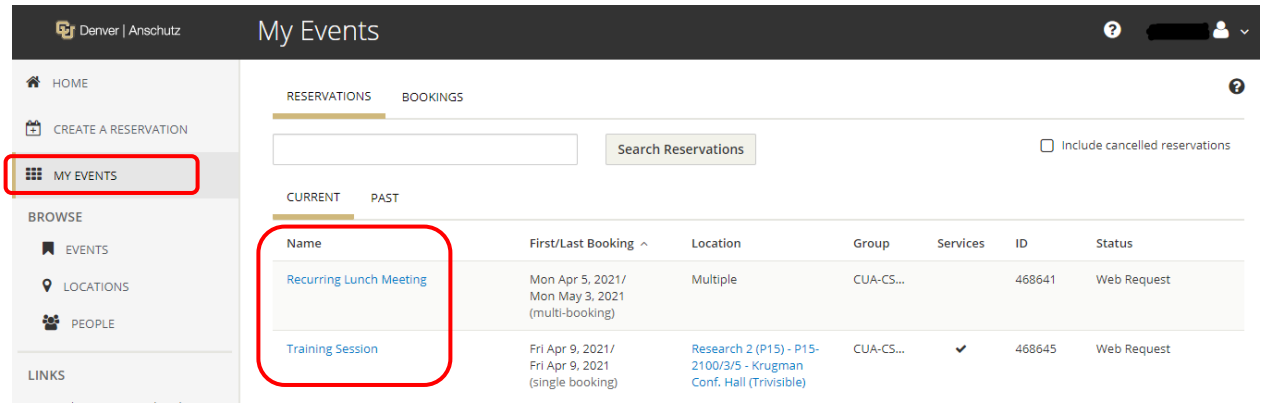
Step 3: Enter the **Date & Time** information, click **Search**, select a room by clicking the **Add Sign (+)** next to the room name, and click **Update Reservation**.



# Edit Service Reservation

## Cancel/Edit

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

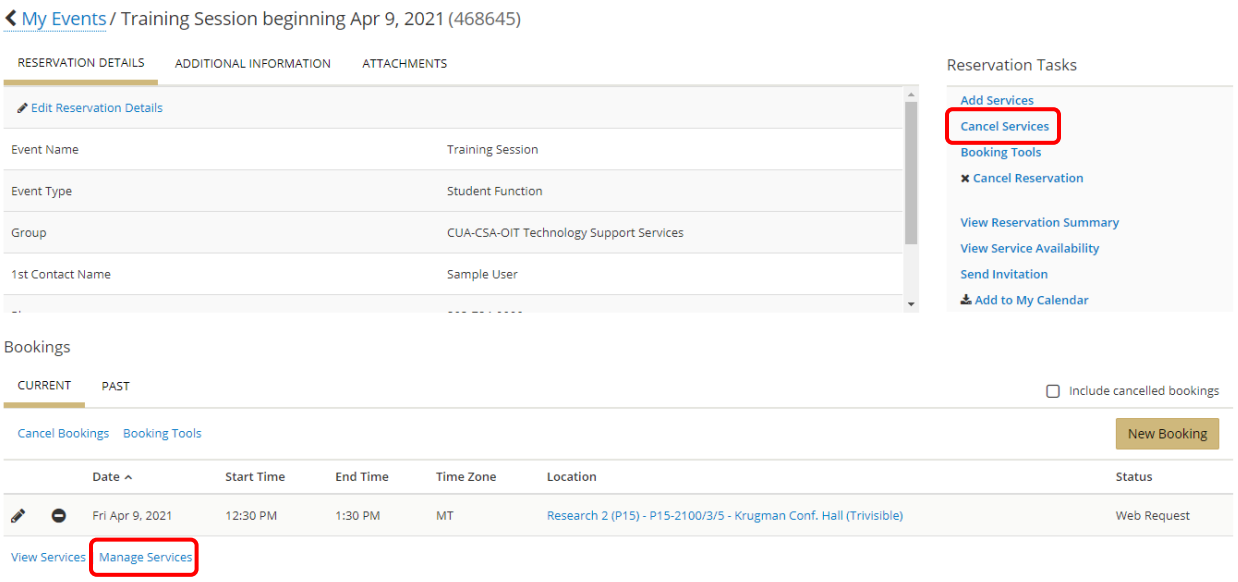



**Tip:** Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

**Tip:** Reservations that include service requests have a **Check Mark** (✓) in the **Services** column.

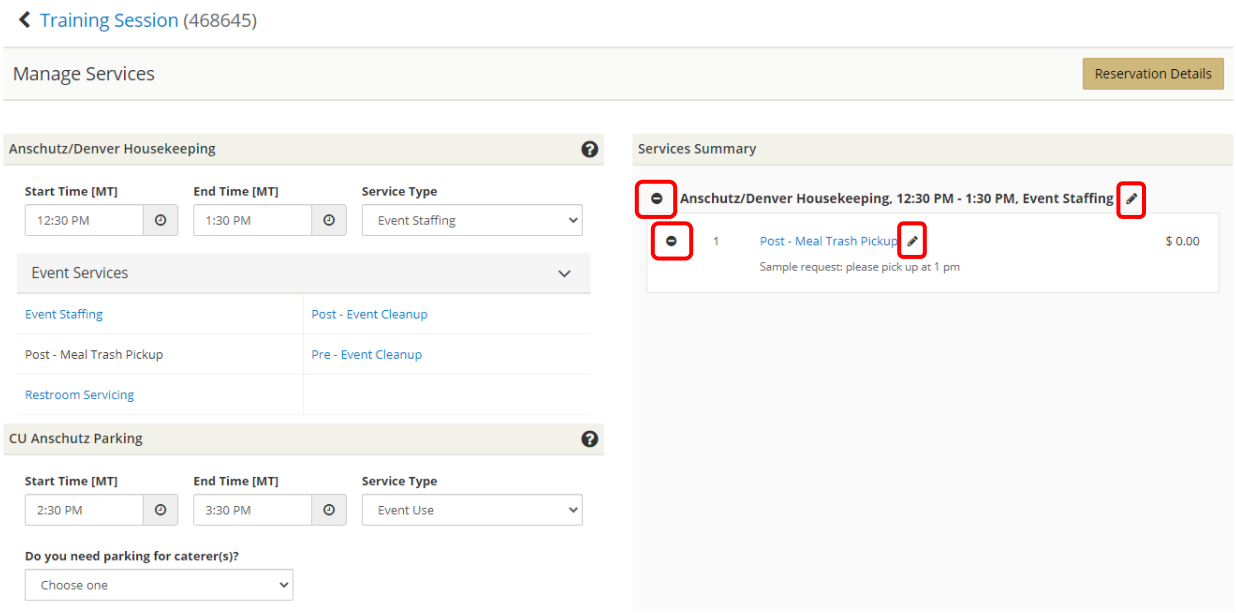
Step 2: Make any needed adjustments.

- **Cancel Services** will cancel all services in the reservation.
- **Manage Services** will allow you to cancel some services or edit some services.



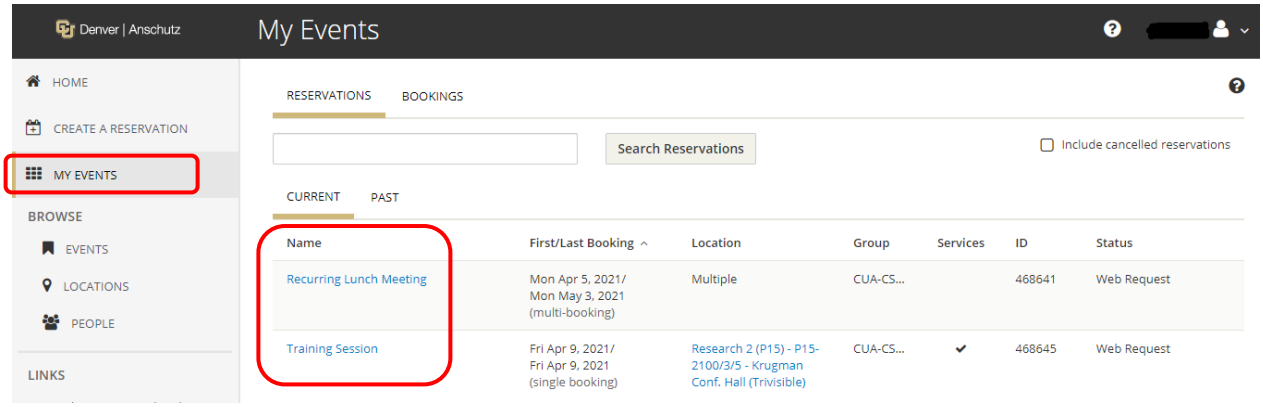

**Tip:** **View Services** will show a list of services and service details already included in the reservation.

Step 3: After clicking **Manage Services**, the main service window will open where individual services can be cancelled by clicking the **Minus Sign (-)** or edited by clicking **the pencil icon.**



# Add

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name in blue to open it.

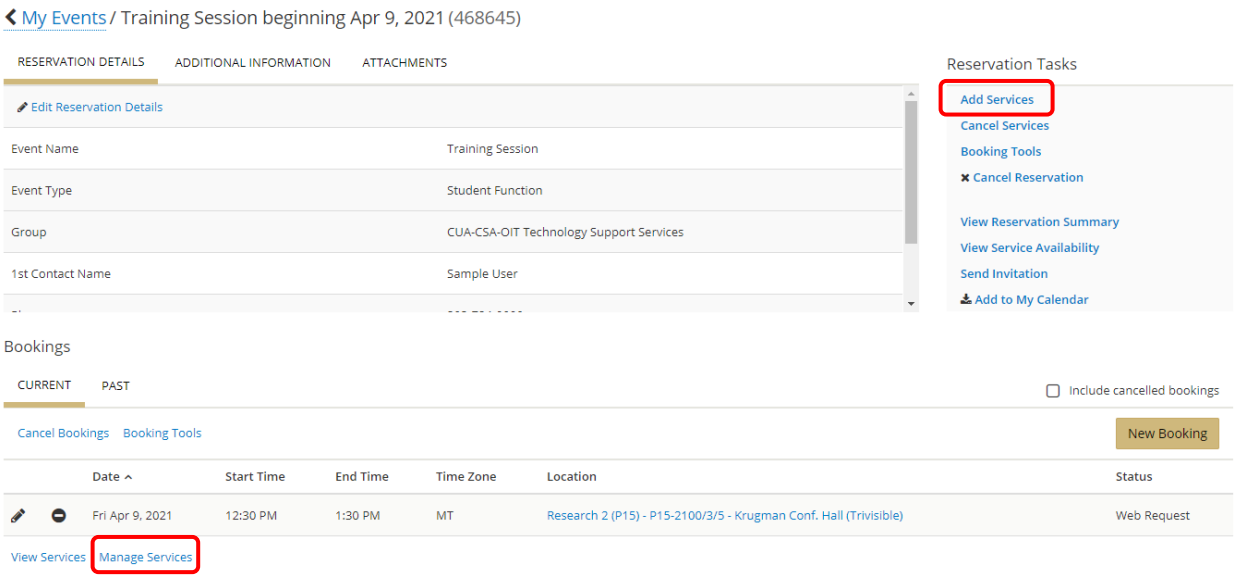



**Tip:** Use **Search Reservations** to find a reservation quickly. You can use any part of the *Event Name* or *Reservation ID*.

**Tip:** Reservations that include service requests have a **Check Mark** (✓) in the **Services** column.

Step 2: Make any needed additions.

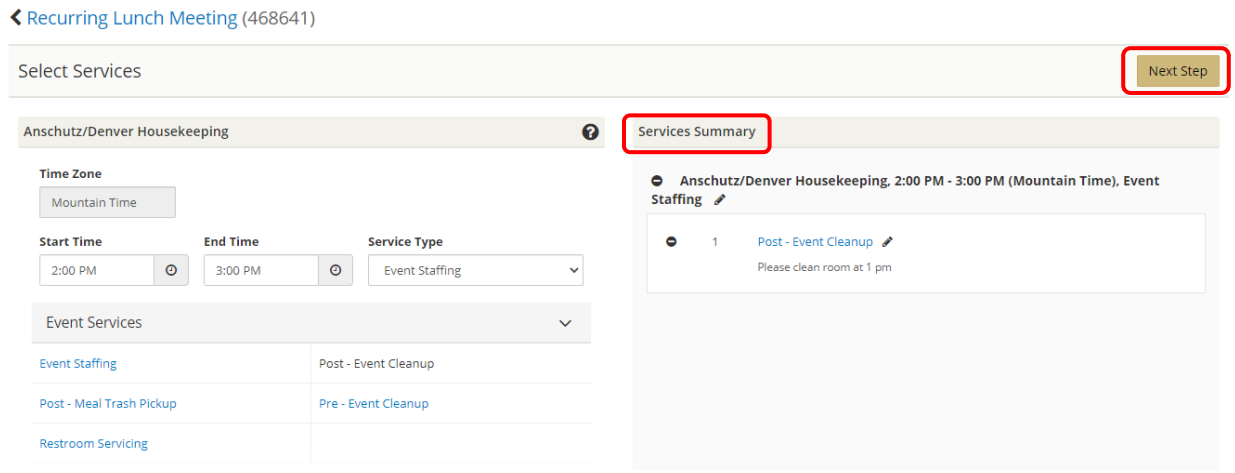
- **Add Services** will allow you to add services to a reservation that does not have any.
- **Manage Services** will allow you to add new services to an existing service reservation.



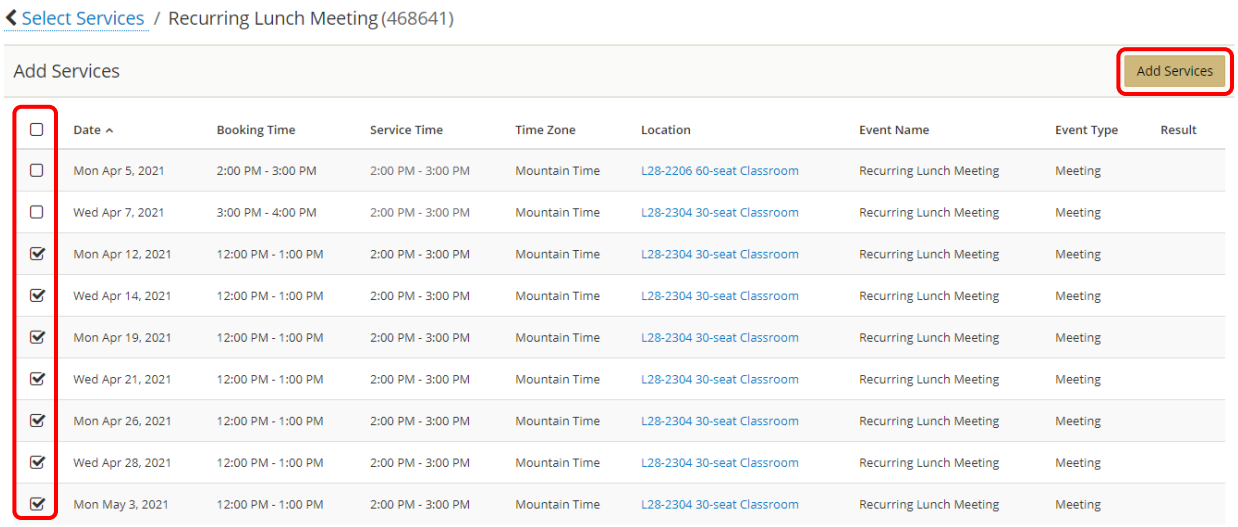

**Tip:** **View Services** will show a list of services and service details already included in the reservation. If it is not populating under the booking information, there are no services on this reservation.

Step 3: After clicking **Add Services**, a list of available Facilities services will populate. Click items to add them to your request, review any item details, and provide additional information in the ***Special Instructions*** field. The item will move over to the ***Services Summary*** section at the right once selected. Click **Next Step**.

**NOTE: Services are different for each campus and will populate here according to the room's location. Not all services are available to all locations.**




Step 4: Select the bookings to which to add the service items and click **Add Services**.



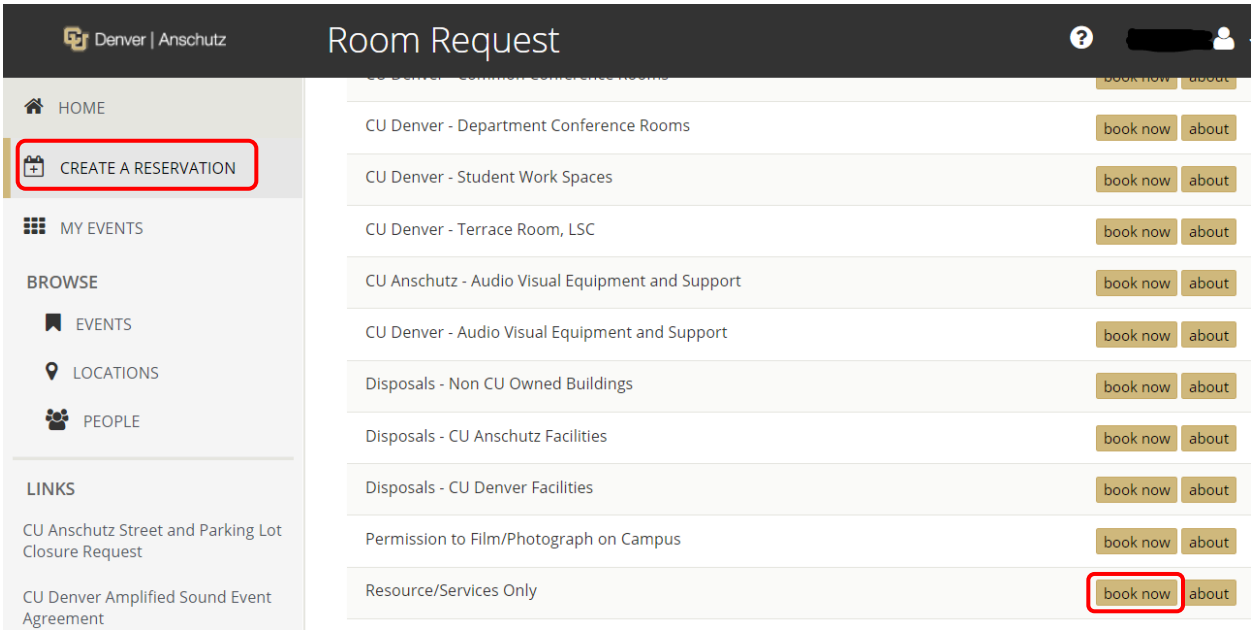

**Tip:** The top check box will automatically select all of the bookings.

# Reserve Other Services & Resources

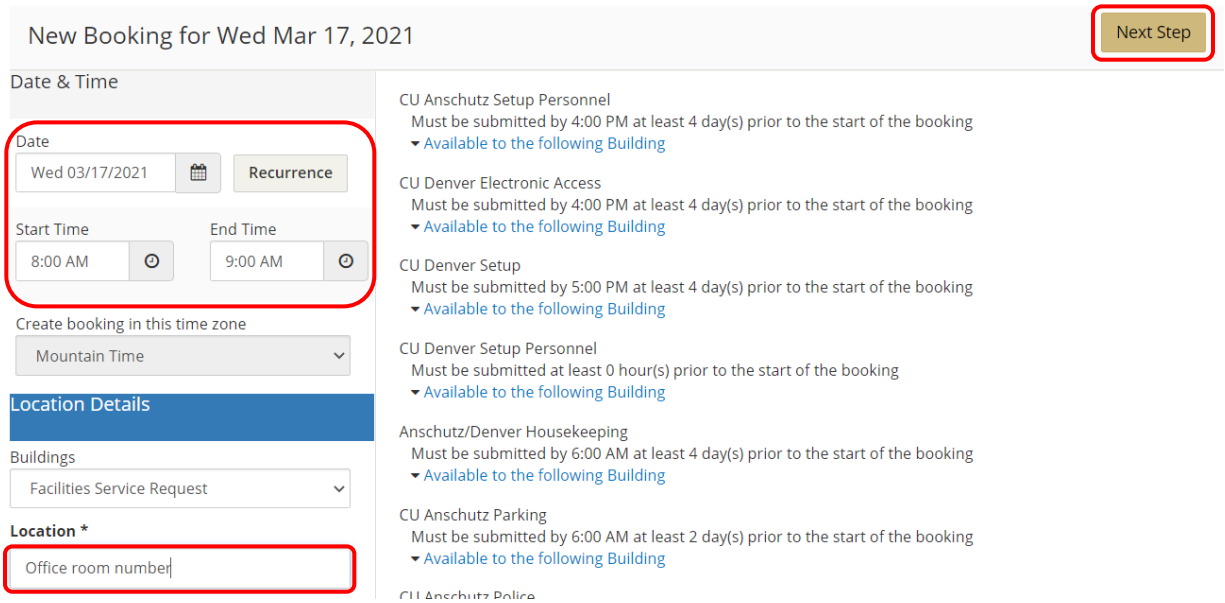
## Facilities Services (without a room reservation)

Resource/Services Only requests are for when a service is required from Facilities Management in a space where there is no room reservation in EMS. Personal office service needs, visitor parking services, on-campus races, etc. are examples of when to use this reservation template.

Step 1: Log in, click **CREATE A RESERVATION,** scroll to the ***Resource/Services Only*** reservation template, and click **book now**:

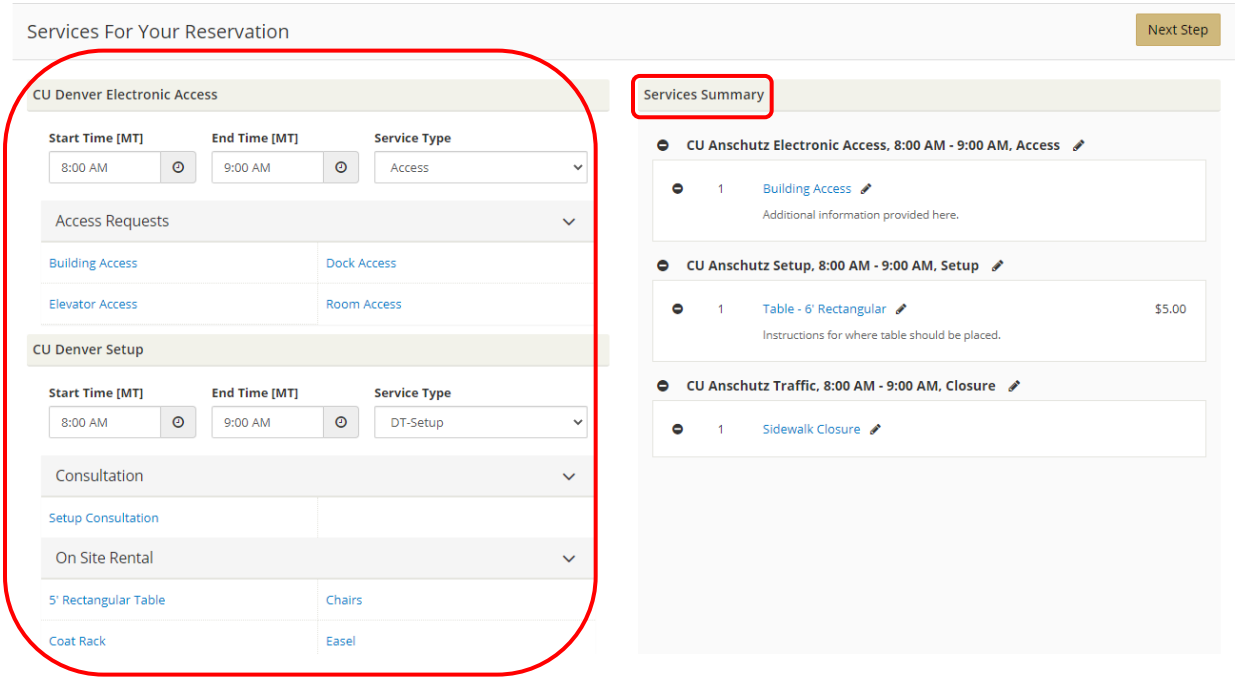


Step 2: Fill out the **Date & Time** and **Location Details** sections on the left side of the page. The building selection will always be the ***Facilities Service Request*** building. Enter your actual building and room information in the **Location** field.




Step 3: Read the information on the right side of the page for each service you are requesting. Once you have read the information, click **Next Step**.

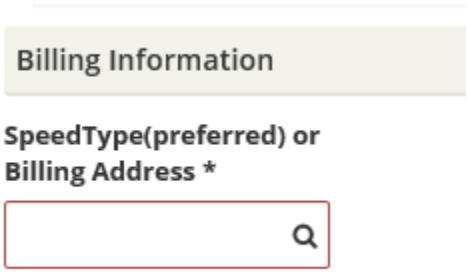
Step 4: A list of services available to both campuses will populate. Scroll to find the campus and service, click items to add them to your request, review any item details, and provide additional information in the ***Special Instructions*** field. The item will move over to the ***Services Summary*** section at the right once selected.



Tip: To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.

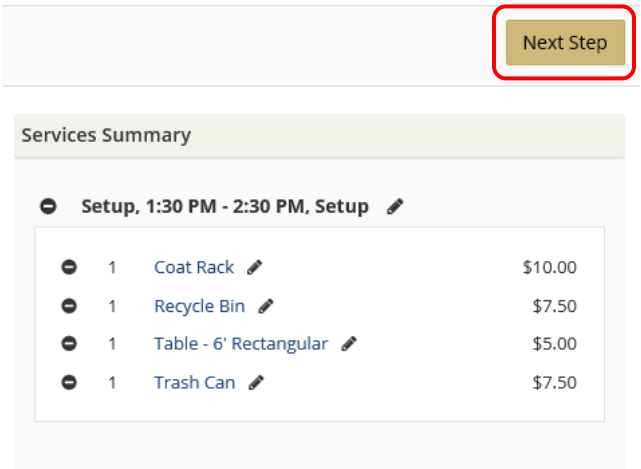
Edit: Remove:

Step 5: You will be required to provide **Billing Information**. This field is located at the bottom of the page. Every reservation requires a billing speed type or billing address.

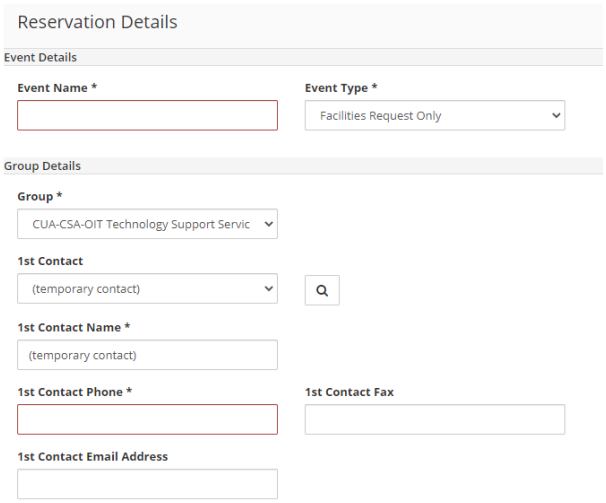



**Tip:** If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent to you. If you are a sponsoring department and the bill for your event will be paid by an outside agency, enter that billing address in this field.

Step 6: Once you have added all of your needed service items, click **Next Step**.



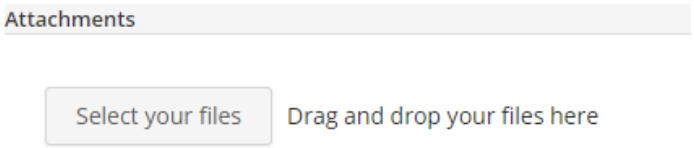
Step 7: Fill out the ***Event Details*** and ***Group Details*** sections. The ***Group*** field will auto-populate. Fields bordered in **red** are required.



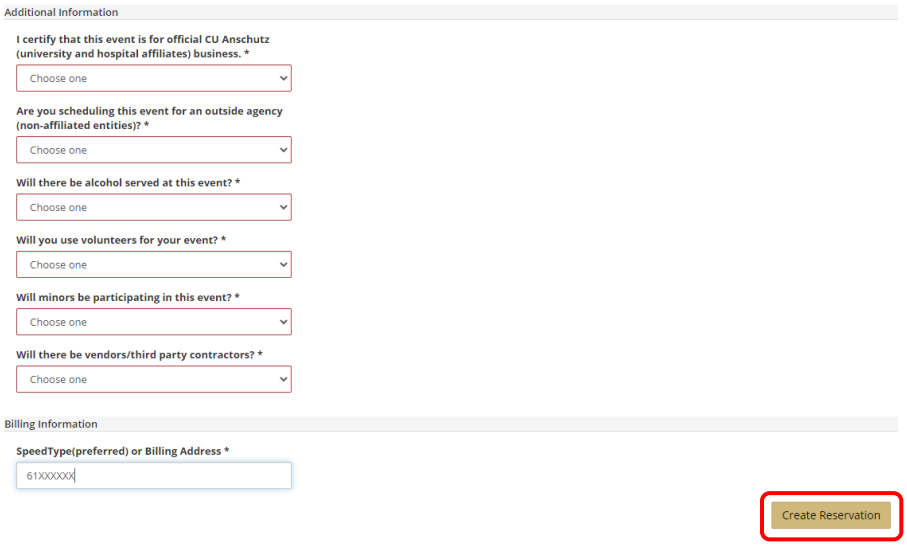

**Tip:** For incorrect group association, contact association, or contact details, send a correction request to:

OIT-SchedulingServices@cuanschutz.edu

Step 8: Add any needed attachments in the **Attachments** section by clicking **Select your files**. Examples of attachments include room set up diagrams, detailed set up instructions, etc.




Step 9: Answer the questions in the ***Additional Information*** section. Questions bordered in **red** are required. Click **Create Reservation**.



## Surplus Disposal Requests

A surplus disposal request is submitted when you need to dispose of furniture, computer hardware, lab equipment, or office equipment. This includes refrigerators, freezers, microwaves or any item that contains electronics.

There are two options used to submit a disposal request depending on the item being disposed and its location, campus/building.

1. **EMS Web App option:** https://schedule.ucdenver.edu/emswebapp/

For non-capital furniture and computer hardware located in the following campus/building combinations, submit your disposal request through the EMS Web App using the link above and the instructions starting on the next page. "Non-capital" means that the initial cost of the item was less than $5,000 and it does not have an asset tracking tag.

- Anschutz Medical Campus
    - Item located in any building except University Hospital (CU Health), CU Medicine, Children's Hospital, Leprino, Bioscience 1 and 2 or any leased space: Use template Disposals - CU Anschutz.
    - Item located in University Hospital (CU Health), CU Medicine, Children's Hospital, Leprino, Bioscience 1 and 2 or any leased space: Use template Disposals -Non-CU Owned Buildings.
- Denver Campus
    - Items in CU owned buildings, LSC, CU Building, Student Commons, Business School and Health and Wellness: Use template Disposals - CU Denver.
    - Items located in Denver Campus leased space: Use template Disposals - Non-CU Owned Buildings.

Instructions for submitting a request in the EMS Web App begin on the next page. Additional questions can be sent to Layna.Johnson@cuanschutz.edu.

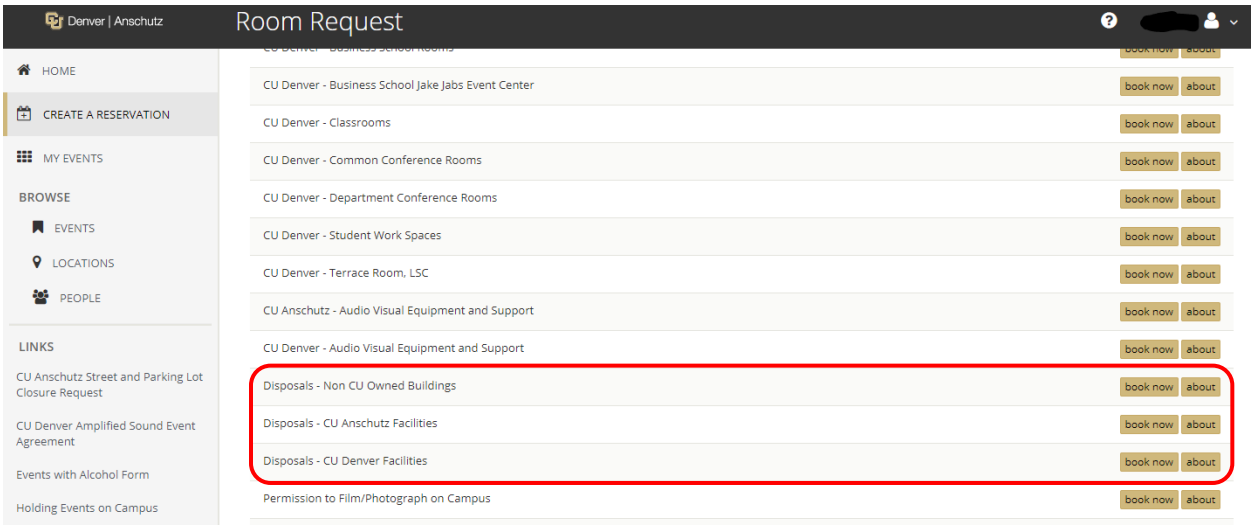
2. **Formstack form option:** https://forms.ucdenver.edu/secure/finance_am_disposal_request

For all items that require a GREEN TAG, are over $5000 or have an asset tag, or campus/building combination not covered by the EMS Web App option, submit your disposal request on the Formstack disposal request form using the link above.

Feel free to email Finance.AM@ucdenver.edu with any questions on how to complete the Formstack disposal request form.

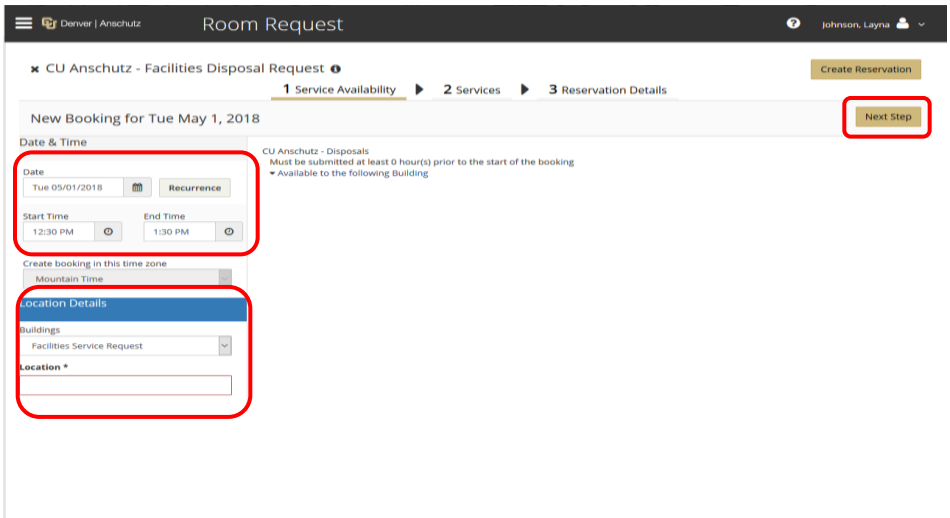
# Surplus Disposal Requests in the EMS Web App

Step 1: Log in, click **CREATE A RESERVATION,** scroll to the **correct disposal template for your campus (*Disposals - CU Anschutz, CU Denver or Non CU Owned Buildings*)** and click **book now**. The **about** button next to each template has more information on which template is right for you.

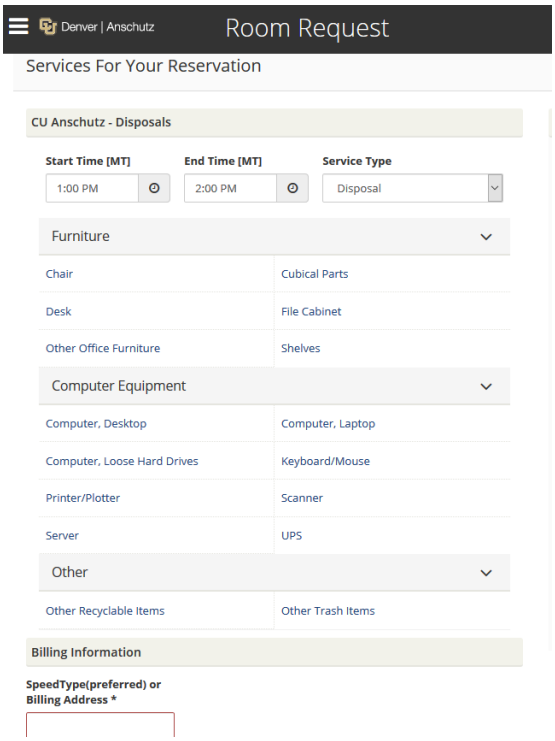



Step 2: Fill out the **Date and Time** and **Location Details** sections on the left side of the page. The **Date and Time** section is just a placeholder for disposal requests. You can put any date and any time in these field as long as it occurs in the future. The building selection will always be the **Facilities Service Request** building. Enter the actual building and room information where the items to be removed are located in the **Location** field.

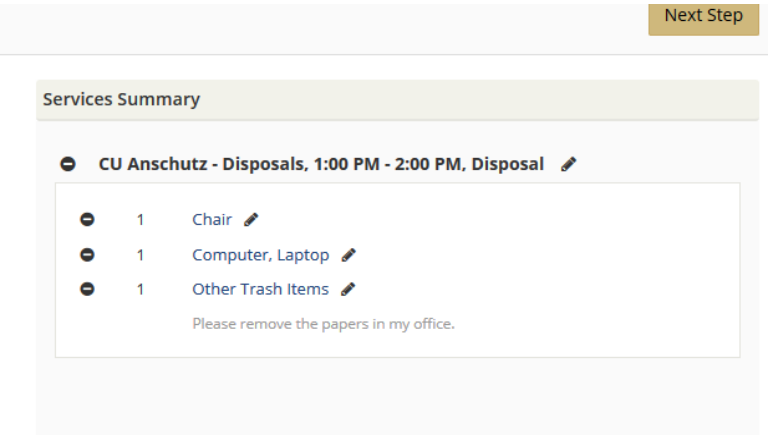
Click **Next Step**.



Step 3: Select the item(s) you desire to have removed, answer any questions or provide any additional information. Speedtypes are required for all service requests in EMS, however, removal of items below are free of charge.



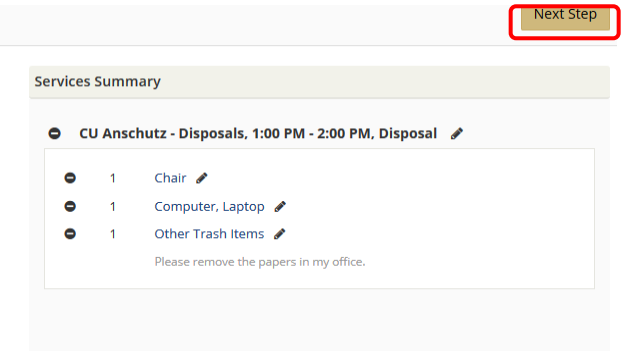

Your chosen item(s) will be moved over to the **Services Summary** section to the right.



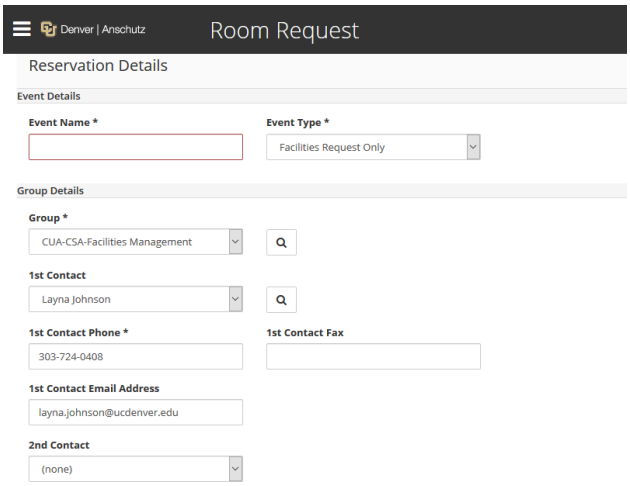

**Tip:** To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.

Edit: Remove:

Step 4: Once you have added all of your required services, click ***Next Step*** at the top right of the page.



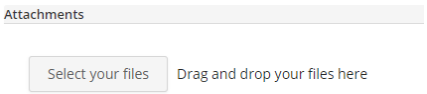

Step 5: In the **Event Name** section enter *Disposal of XXX (insert a general description of what you are having disposed).* The **Event Type** will pre-populate to *Facilities Request Only*. In the ***Group Details*** section, the **Group** field will-auto populate. In the **1st Contact** drop-down list, select your name. Fields bordered in **red** are required.



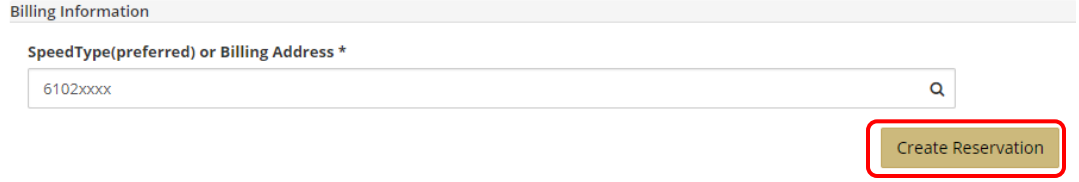

**Tip:** For incorrect group association, contact association, or contact details, send a correction request to:

OIT-SchedulingServices@cuanschutz.edu

Step 6: Add any needed attachments in the **Attachments** section by clicking **Select your files**. Attachments could include information you would like to provide to the disposal team.




Step 7: Scroll to the bottom or top of the page and click **Create Reservation** to submit your request.

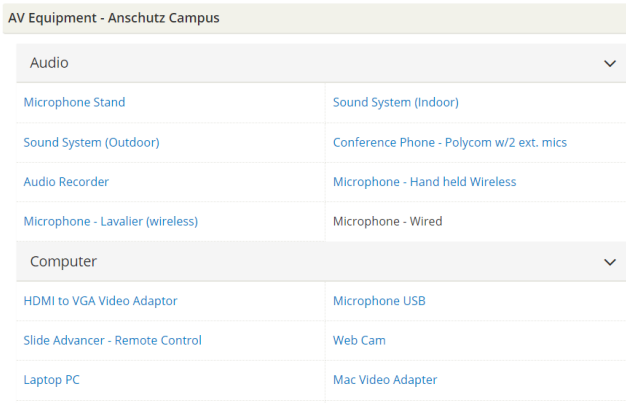


# Audiovisual Equipment and Support

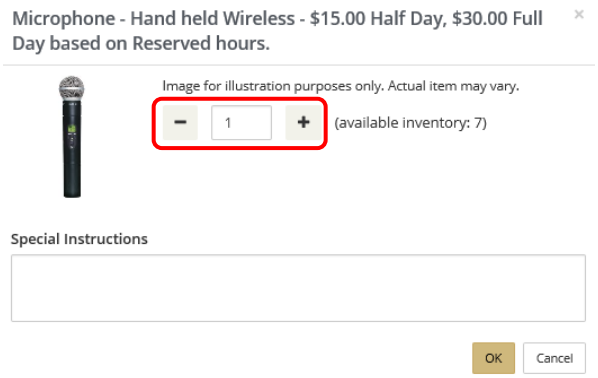
Step 1: Log in, click **CREATE A RESERVATION**, scroll down, and click **book now** for either ***CU Denver – Audio Visual Equipment and Support*** or ***CU Anschutz – Audio Visual Equipment and Support***, depending on the appropriate campus.

Step 2: Complete the **Date & Time** and **Location Details** sections on the left side of the page. The building selection will always be the ***Equipment Checkout*** building. Enter the building and room information for the event in the **Location** field. Click **Next Step**.

Step 3: A list of equipment and support options will populate. Click items to add them to your request, fill out the needed **Quantity,** and any **Special Instructions.**

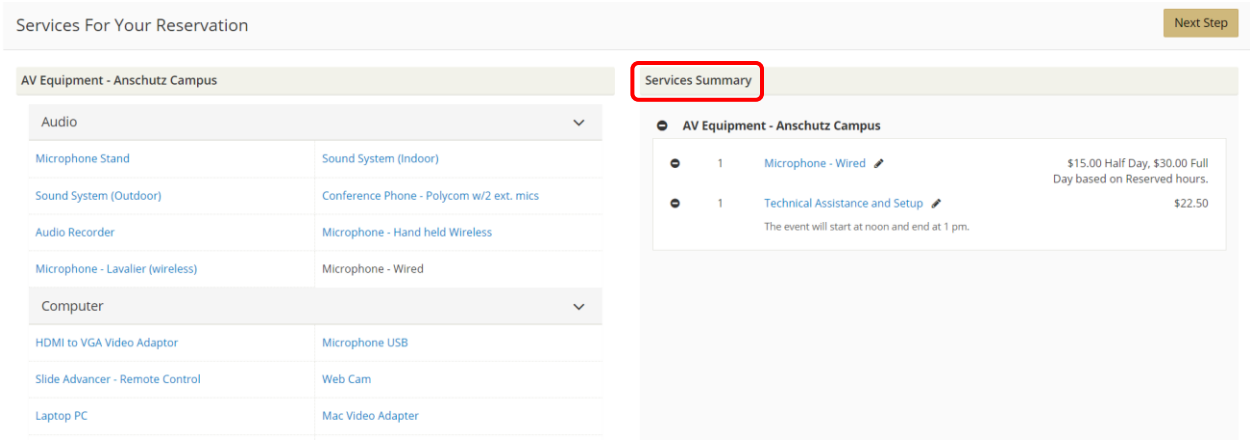



**Tip:** If requesting technical assistance or staffing, provide the start/end time of the event in the ***Special Instructions*** field.




**Tip:** If requesting microphones, keep in mind that many rooms already have microphones included in the room, and this request will add additional microphones not already included in the room.

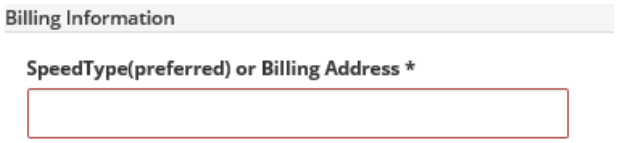
The selected items will move over to the ***Services Summary*** section at the right.



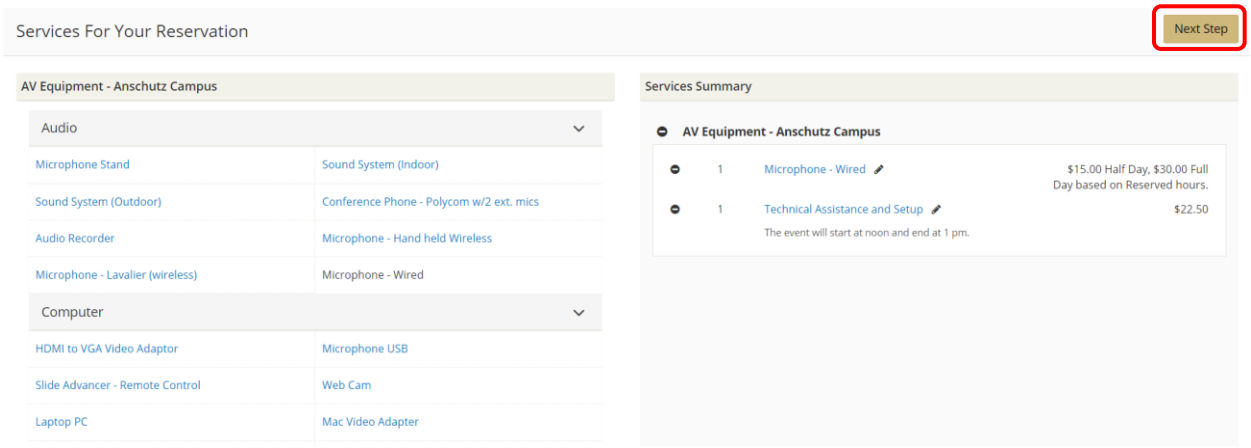

**Tip:** To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.

Edit: Remove:

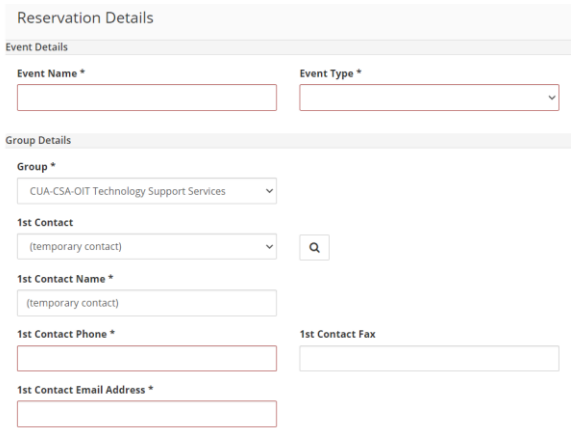
Step 4: When finished selecting equipment, provide your speed type or billing address in the **Billing Information** section, and click **Next Step**.




**Tip:** If you are a university employee, enter the speed type for your event. If you are an affiliate, enter your billing address and an invoice will be sent to you. If you are a sponsoring department and the bill for your event will be paid by an outside agency, enter that billing address in this field.



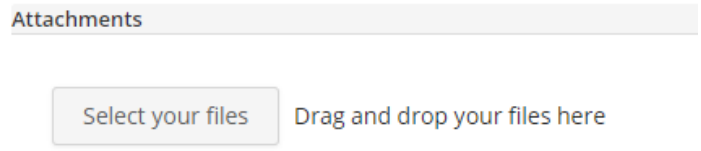

Step 5: Fill out the ***Event Details*** and ***Group Details*** sections. The ***Group*** field will auto-populate. Fields bordered in **red** are required.



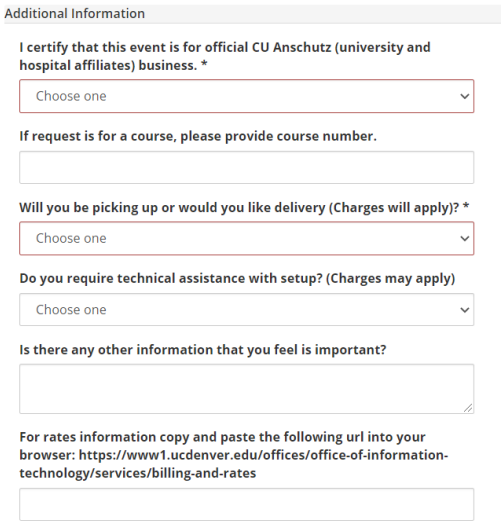

**Tip:** For incorrect group association, contact association, or contact details, send a correction request to:

OIT-SchedulingServices@cuanschutz.edu

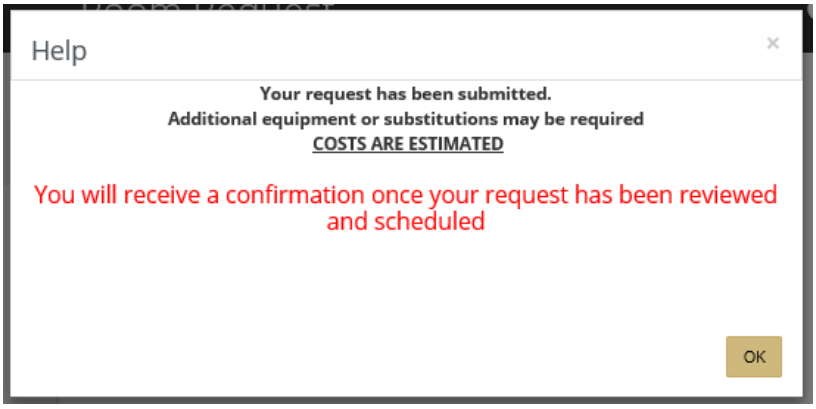
Step 6: Add any needed attachments in the **Attachments** section by clicking **Select your files**. Examples of attachments include room set up diagrams, detailed set up instructions, etc.




Step 7: Answer the questions in the ***Additional Information*** section. Questions bordered in **red** are required.



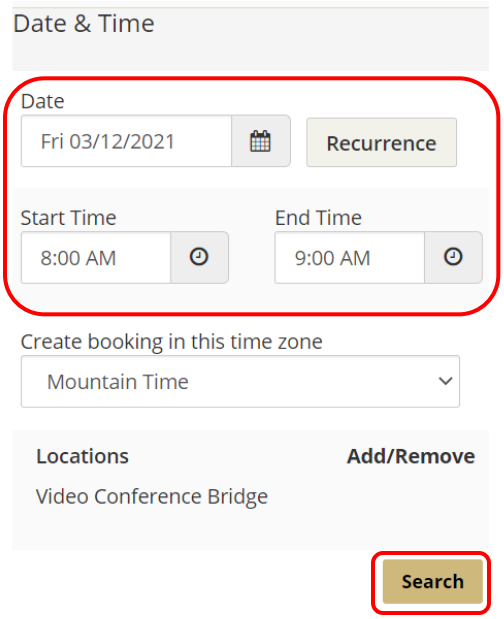

Step 8: Click **Create Reservation**.



# Videoconferencing and Event Recording

Step 1: Log in, click **CREATE A RESERVATION**, scroll to ***ON CAMPUS Videoconferencing and Event Recording***, and click **book now.**

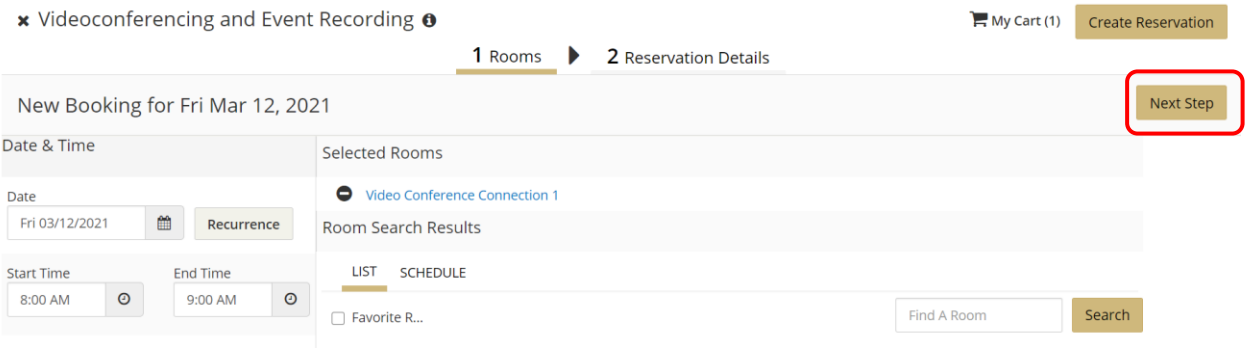
Step 2: Complete the **Date & Time** section on the left side of the page and click **Search**. The **Locations** selection will always show ***Video Conference Bridge***.



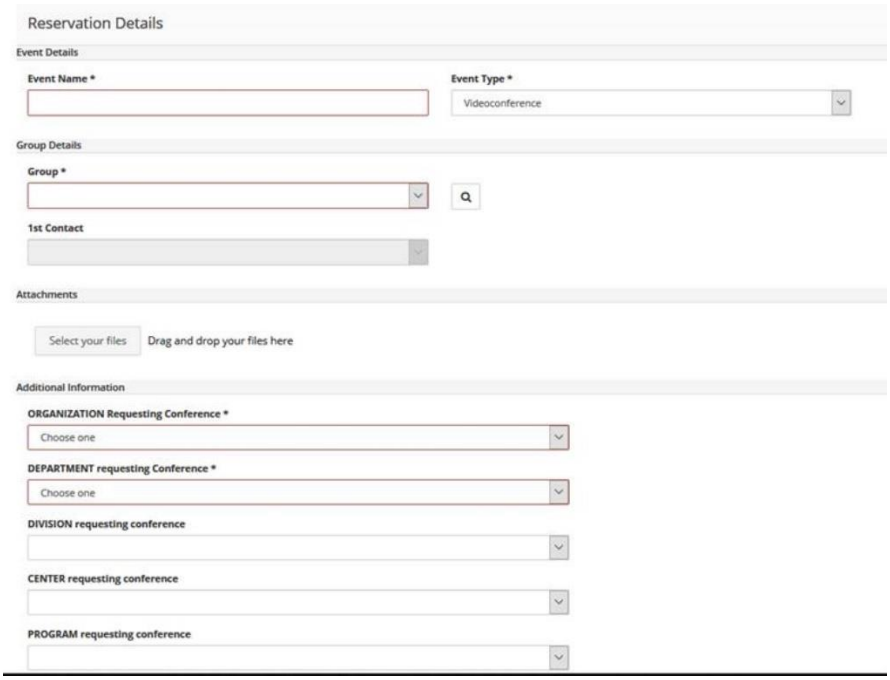

IMPORTANT: If you use the recurrence button to schedule multiple dates in a series, please submit a separate request for each set of dates that occur on the same day of the week *(i.e. all Mondays in your series submitted in one request, all Tuesdays in your series submitted in a separate request).*

Step 3: Click on one of the **Add (+)** buttons to select an available ***Video Conference Connection***.

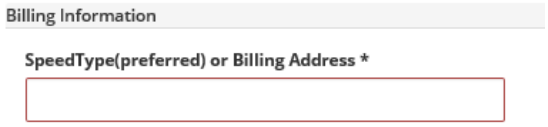
Step 4: Your selected video conference connection will move to the top under the ***Selected Rooms*** section. Click **Next Step**.



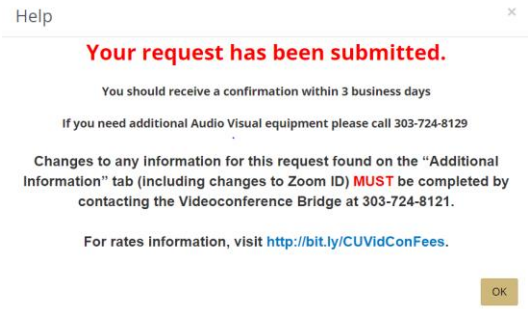

Step 5: Fill out the **Event Details, Group Details,** and **Additional Information** sections. Fields bordered in **red** are required.



Step 6: Provide your speed type or billing address in the **Billing Information** section.




Step 7: Click **Create Reservation**.




You will receive a confirmation email within 3 business days.

## Zoom Services

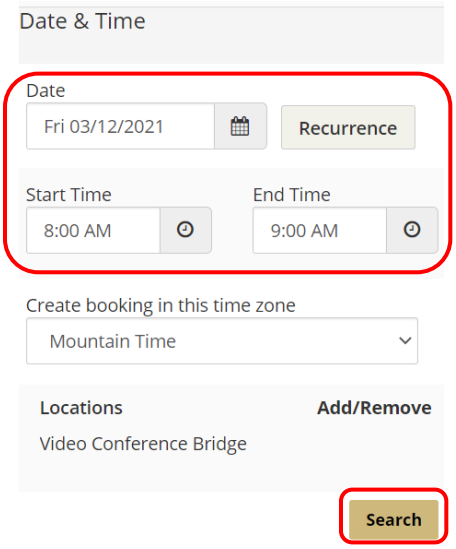
Zoom is the university supported software for web conferencing. Zoom is a unified cloud-based web and video conferencing platform that is offered by OIT as a self-service collaboration solution.

- To get started, log in to Zoom with your university credentials at https://ucdenver.zoom.us/

## Zoom Webinars or Zoom Meeting Hosting/Support

Step 1: Log in, click **CREATE A RESERVATION**, scroll to ***Zoom Webinars or Zoom Meeting Hosting/Support***, and click **book now.**

Step 2: Complete the **Date & Time** section on the left side of the page and click **Search**. The **Locations** selection will always show ***Video Conference Bridge***.



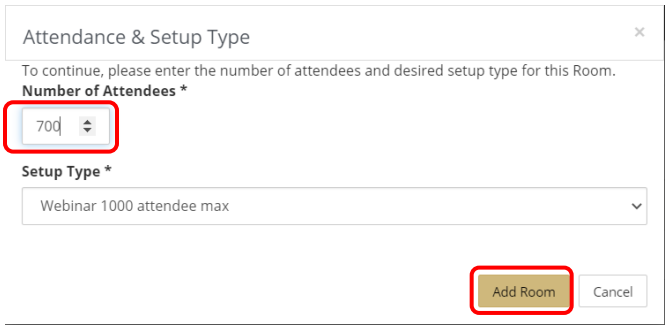

IMPORTANT: If you use the recurrence button to schedule multiple dates in a series, please submit a separate request for each set of dates that occur on the same day of the week *(i.e. all Mondays in your series submitted in one request, all Tuesdays in your series submitted in a separate request).*

Step 3: Click on one of the **Add (+)** buttons to select an available ***Webinar Connection*** and attendee limit or select an available ***Zoom Meeting Connection***.

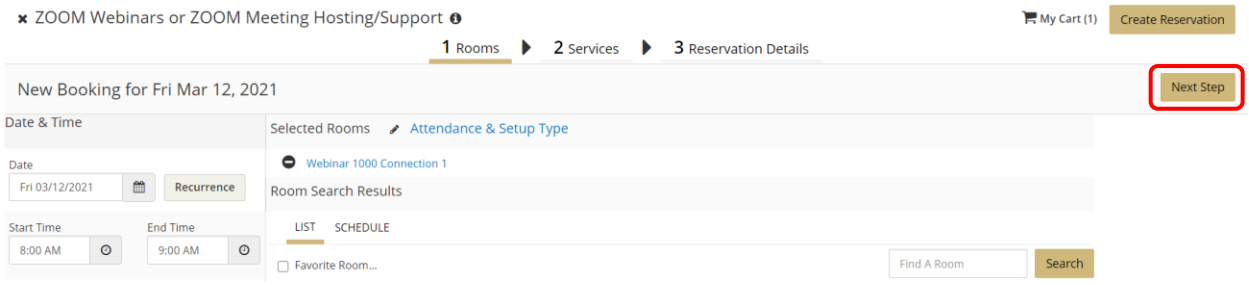
- Zoom Meetings are for more interactive sessions with audience participation throughout.
- Zoom Webinars are for virtual town hall-type meetings with larger audiences that are often open to general public populations, with little or no interaction among the attendees.
- For rates information, visit http://bit.ly/CUVidConFees

| Rooms You Can Request | | | | | |
|---|---|---|---|---|---|
| Webinar 500 Connection 1 | Video Conference Bridge | (none) | MT | 500 |
| Webinar 500 Connection 2 | Video Conference Bridge | (none) | MT | 500 |
| Webinar 500 Connection 3 | Video Conference Bridge | (none) | MT | 500 |
| Webinar 500 Connection 4 | Video Conference Bridge | (none) | MT | 500 |
| Webinar 1000 Connection 1 | Video Conference Bridge | (none) | MT | 1000 |
| Webinar 1000 Connection 2 | Video Conference Bridge | (none) | MT | 1000 |
| Webinar 3000 Connection 1 | Video Conference Bridge | (none) | MT | 3000 |
| Webinar 3000 Connection 2 | Video Conference Bridge | (none) | MT | 3000 |
| Zoom Meeting 300 Connection 1 | Video Conference Bridge | (none) | MT | 300 |
| Zoom Meeting 300 Connection 2 | Video Conference Bridge | (none) | MT | 300 |

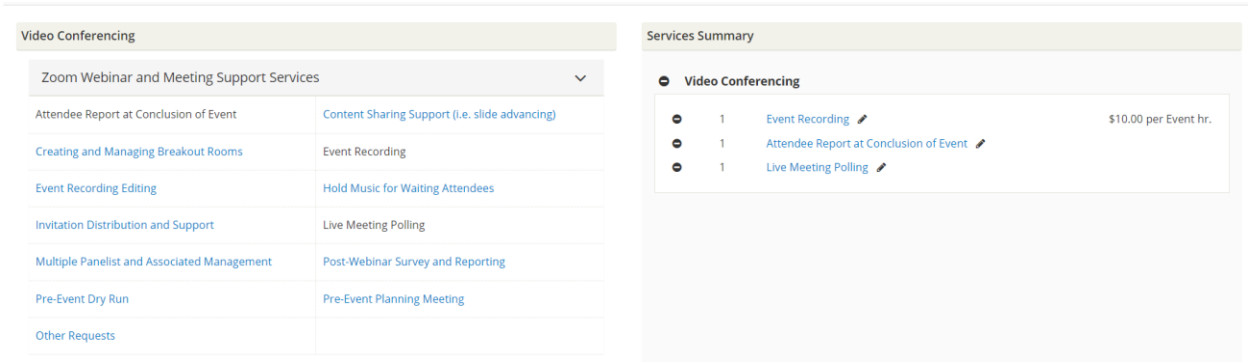
Step 4: Enter the number of attendees and click **Add Room**. The *Setup Type* field will default to the connection selected in the previous step.




Step 5: Your selected Webinar or Meeting connection will move to the top under the ***Selected Rooms*** section. Click **Next Step**.



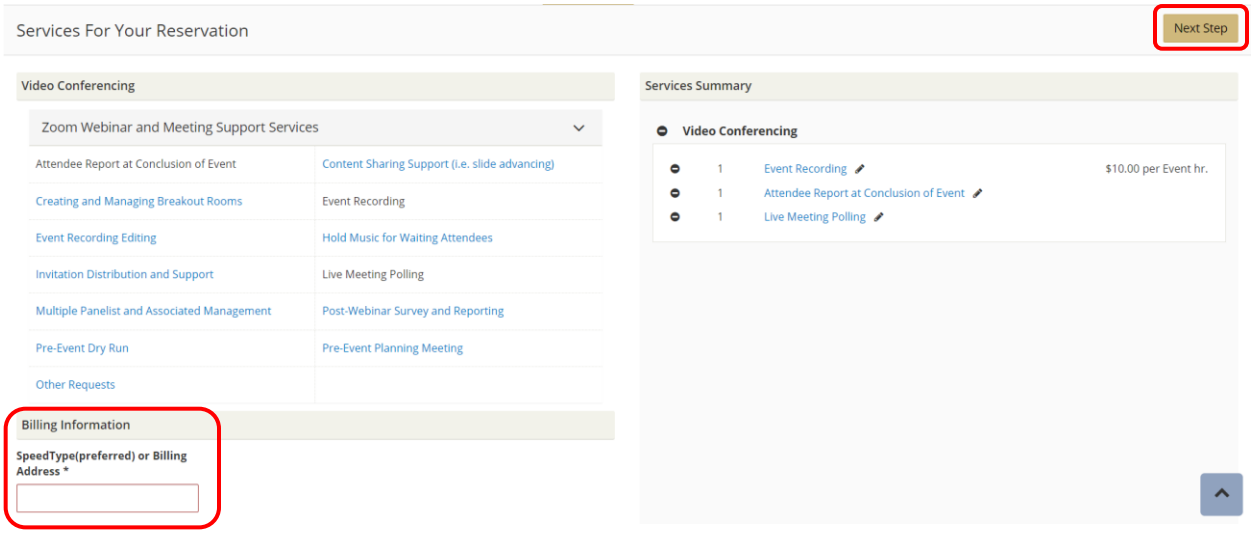

Step 6: A list of optional services, support, or features will populate. Click items to add them to your request, review any item details, and provide additional information in the ***Special Instructions*** field. The item will move over to the ***Services Summary*** section at the right once selected.



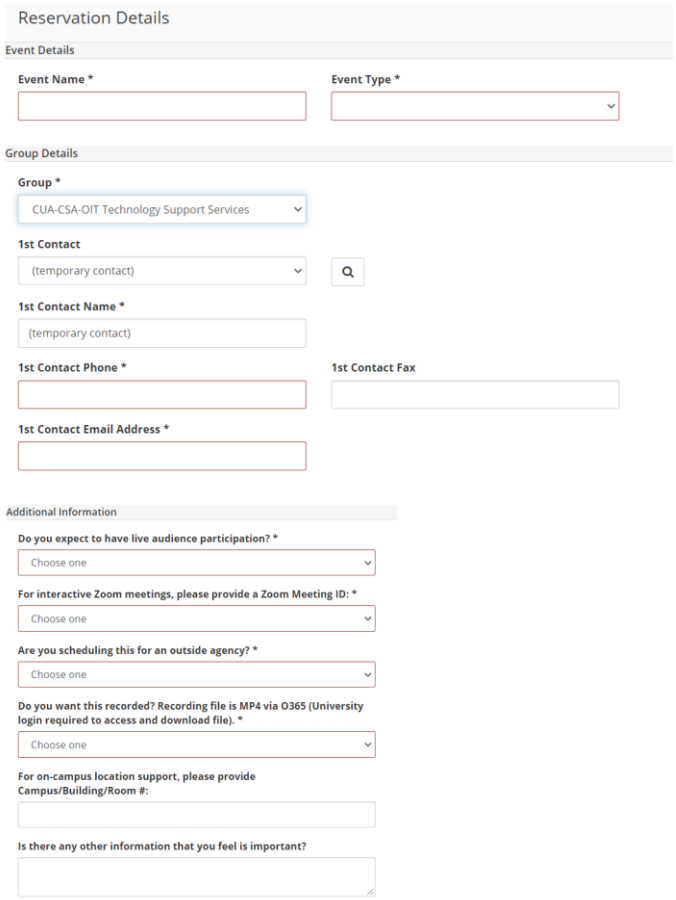

Tip: To make changes to your selected items, click the **Edit** or **Remove** icon next to the item.

Edit: Remove:

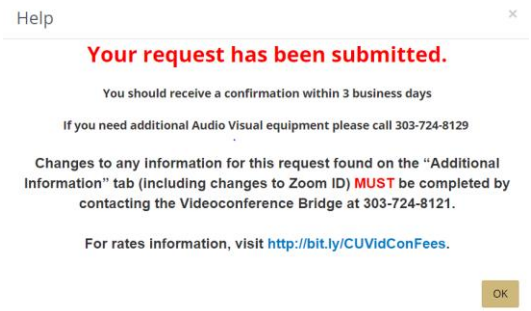
Step 7: Provide your speed type or billing address in the **Billing Information** section and click **Next Step**.




Step 8: Fill out the **Event Details, Group Details,** and **Additional Information** sections. Fields bordered in **red** are required.



Step 9: Click **Create Reservation**.




You will receive a confirmation email within 3 business days.

# Learn More

## Contacts

**Room Reservation Requests**

CU Anschutz – EMS Support – OIT-SchedulingServices@cuanschutz.edu

CU Denver – Office of the Registrar – 303.315.2600

**Facilities Service Requests**

CU Anschutz – Facilities Management Dispatch – 303.724.1777

CU Denver – Facilities Management Dispatch – 303.315.7777

**Classroom and Audio/Video Related Questions**

OIT Service Desk – 303.724.4357 (4-HELP)

Classroom Support Help Desk

CU Anschutz – 303.724.8129

CU Denver (for CU Denver Owned Buildings) – 303.315.2055

## Links

**EMS Web App:** https://schedule.ucdenver.edu/emswebapp

**Events on Campus Website:** www.ucdenver.edu/eventsoncampus

**Supplemental documentation**

This User's Guide as well as other supplemental user documentation is available on the **Site Home** page of the EMS Web App**.**