

EMS Room Reservations

Go to main page: rooms.ucmerced.edu

- Click the table graphic under **EMS Room Reservation System**.
- Login using your my.ucmerced.edu portal information.
- Click on “book now” for “Grad Student Meeting Rooms” (or “Faculty/Staff Meeting Rooms” if booking on behalf of faculty).
- Edit date, time, etc.
- For a recurring appointment, click on "Recurrence" (choose an end date!)
- Under "Date & Time," click on "Add/Remove" under “Locations” to choose a building.
- Choose available room. (Click “+” sign next to room number.)
- Click through to “3. Reservation Details.”

Please note: **Rooms You Can Reserve** will allow you to instantly book the room. **Rooms You Can Request** requires approval (please wait on official confirmation email before booking other services, such as catering).

- Edit reservation name. **Please specify exactly what the reservation is for (i.e., dissertation defense, group meeting, thesis defense, lab meeting, etc.)**. Note: the “Reservation Name” will auto-populate in “Subject”.
- After either choosing the room or completing the reservation, you may “add attendees.”
- Click “Create Reservation” and you’re done! ☺

The screenshots illustrate the Room Request process:

- Top Screenshot:** Shows the 'New Booking for Wed Jan 16, 2019' form. The 'Date & Time' section includes a 'Recurrence' button (circled in red) and 'Add/Remove' buttons for locations (circled in red).
- Middle Screenshot:** Shows search results for 'Science and Engineering 2'. It lists 'Rooms You Can Reserve' (e.g., 102, 220, 290, 390) and 'Rooms You Can Request' (e.g., 224, 302, 324). A red arrow points from the 'Add/Remove' button in the top screenshot to the search results.
- Bottom Screenshot:** Shows the 'Reservation Details' form. The 'Create Reservation' button is circled in red. A red arrow points from the 'Rooms You Can Reserve' section in the middle screenshot to this form.

For further information, please contact the SoE front desk at 209-228-4411.