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 “เช็ค” 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! 😊

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