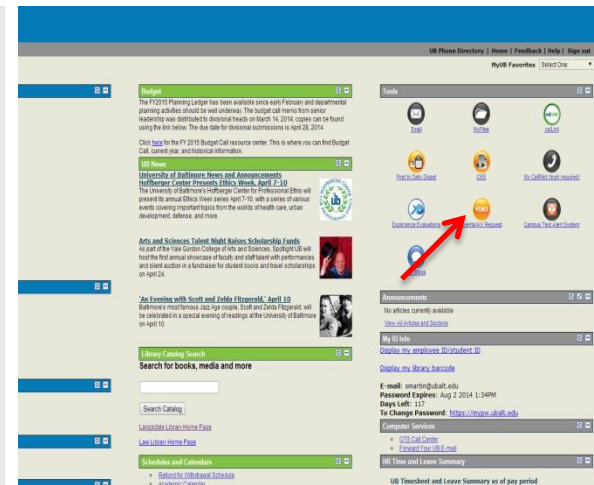
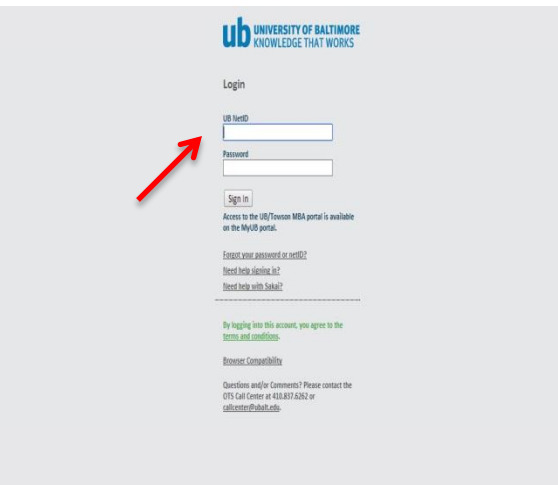
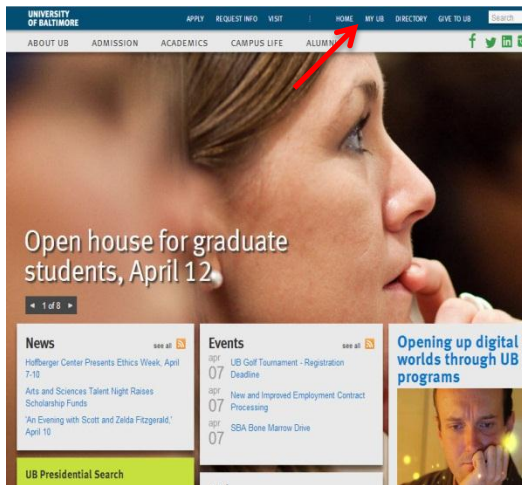


How to Create a Virtual EMS Account

Step 1: Logging into VEMS

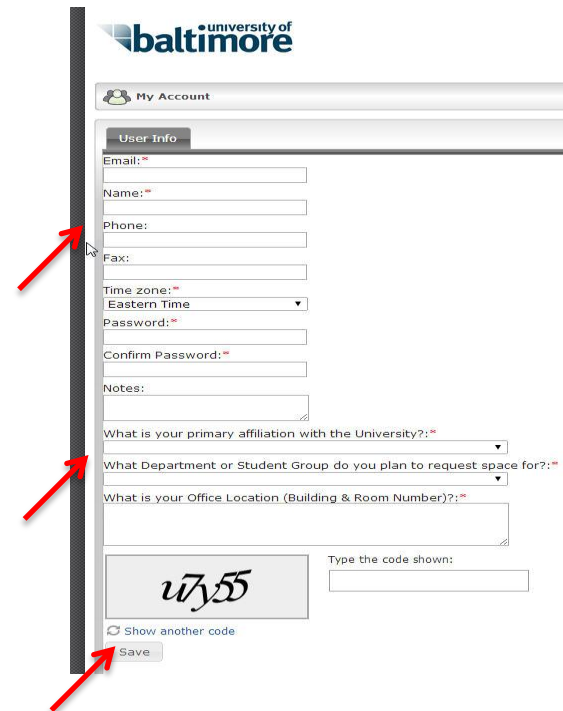
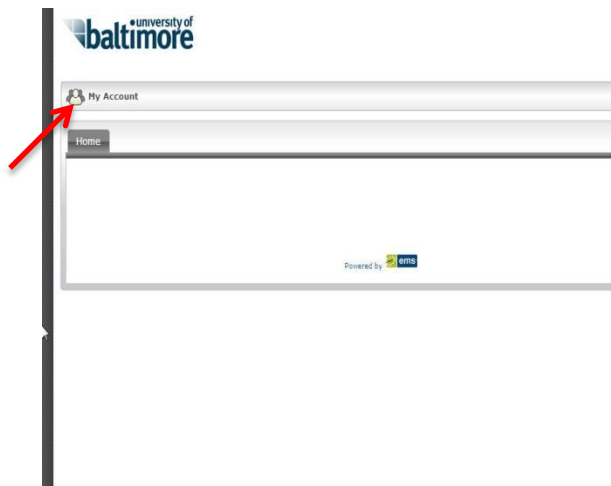
1. Go to the UB Homepage www.ubalt.edu
2. Click on “MyUB”
3. Sign onto MyUB Portal
 - Use your UB Net ID and Password
4. Click on Virtual EMS (VEMS) icon under Tool Section



PLEASE NOTE: If you already have a Virtual EMS (VEMS) account please contact Sarah at 410-837-5138 or Terry at 410-837-6635 in Conference Services to updated your account to request Law Library Group Study Rooms.

Step 2: Creating an Account

1. Once on VEMS Website, hover over “My Account”
2. Drop down and click “Create an account”
3. Enter your email, name and set a password
 - Use your UB email address and Net ID Password
4. What is your primary Affiliation with the University?
 - Select “Student – School of Law”
5. What is Department or Student Group do you plan to request space for?
 - Select “Law Library Group Study Room”
6. What is your Office Location (Building & Room Number)?
 - Type “N/A” in the text box
7. Type CAPTCHA code in box provided
8. Click “Save”, this will submit your request to Conference Services
9. Accounts will be activated by Conference Services within 24 hrs

A screenshot of the 'My Account' creation form on the University of Baltimore website. The form is titled 'My Account' and has a 'User Info' tab. It contains several input fields: Email, Name, Phone, Fax, Time zone (set to Eastern Time), Password, and Confirm Password. There is also a Notes field. Below these are three dropdown menus: 'What is your primary affiliation with the University?*', 'What Department or Student Group do you plan to request space for?*', and 'What is your Office Location (Building & Room Number)?*'. At the bottom, there is a CAPTCHA image showing the number 'u7y55' and a text box to enter the code. A 'Show another code' link and a 'Save' button are also present. Three red arrows point to the 'My Account' link in the navigation bar, the 'Save' button, and the CAPTCHA area.