How to Request a Law Library Group Study Room in Virtual EMS*

*Law Library Group Study Rooms may only be reserved by current University of Baltimore Law School students.
Getting Started

1. Log in to the MyUB Portal and click on the Virtual EMS (VEMS) icon under Tools
2. Hover over “My Account”, drop down and click “Log in”
3. “User Id” is your email address or NetID and “Password” is the password you chose when creating your VEMS account
4. Click “Login”
5. On the next page, hover over “Event Request”
6. Drop down and click “Law Library Group Study Rooms”
Find an Available Group Study Room

1. Enter required information in the “When and Where” and “Setup Information” sections
   - Please Note:
     - Space can be reserved for a maximum of 4 hours
     - Space can only be reserved within the next 3 days
     - For next day reservations, space must be reserved by 7:00pm

2. Select a feature under “Availability Filters” if necessary (this step is optional)

3. Click on “Find Space” to view all available group study rooms matching your criteria
Choose a Group Study Room

1. Select the room you would like to reserve by clicking the green plus sign next to that room, the room you’ve selected will appear under “Selected Locations” above
   - Please Note:
     - Only 1 group study room can be requested at a time

2. Click “Continue”
Enter Group Study Room Details

1. Enter information in the “Event Details”
   - For “Event Name” type in “RESERVED”
   - “Event Type” should be “Group Study”

2. Enter information in the “Group Details”
   - For “Group” select “Law Library Group Study Room”
   - Enter your full name, phone and email for “Primary Contact”

3. Click “Submit”

4. Once you have submitted your request you should receive a confirmation email and the group study room is confirmed