
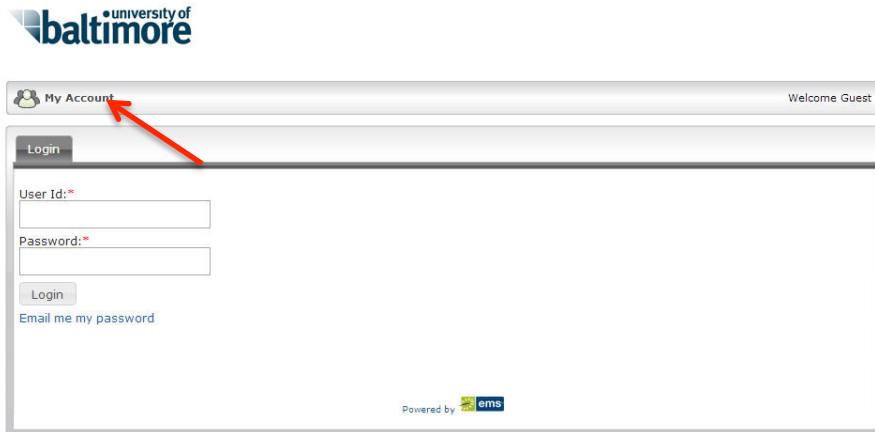


# How to Request a Law Library Group Study Room in Virtual EMS\*

\*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”



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My Account Welcome Guest


Login

User Id:\*

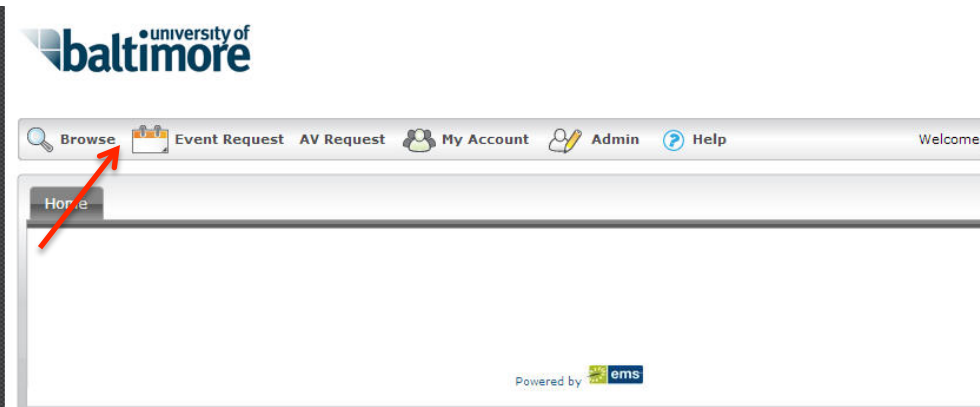
Password:\*

Login






[Email me my password](#)

Powered by 


A red arrow points to the "My Account" link in the top navigation bar.



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Browse  Event Request  AV Request  My Account  Admin  Help Welcome

Home

Powered by 

A red arrow points to the "Event Request" link in the top navigation bar.

# 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 7 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



The screenshot shows the 'Law Library Group Study Rooms' reservation interface. At the top, there is a navigation bar with links for 'Browse', 'Event Request', 'AV Request', 'My Account', 'Admin', and 'Help', along with a 'Welcome' message. Below this, the main content area is titled 'Law Library Group Study Rooms' and has three tabs: 'Info', 'Location', and 'Details'. The 'Info' tab is active, showing a form with three main sections:

- When and Where:** Includes a 'Date' field (4/8/2014 Tue), a 'Recurrence' button, 'Start Time' (8:00 AM), and 'End Time' (8:00 PM) dropdown menus. A 'Facilities' dropdown menu is set to 'Angelos Law School'.
- Setup Information:** Includes an 'Attendance' field with the value '0'.
- Availability Filters:** Includes a 'Features' section with two checkboxes: 'LCD or Plasma Display Screen' and 'Whiteboard', both of which are currently unchecked.

At the bottom of the form is a blue 'Find Space' button. To the right of the form, there are two numbered instructions: '1. Lookup space' and '2. Enter event details information'. Three red arrows point to the 'Date' field, the 'Attendance' field, and the 'Features' section.

# 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"



Law Library Group Study Rooms

Info Location Details

**Selected Locations**

| DATE         | HOLIDAYS | START   | END      | LOCATION                                     | STATUS  | SETUP COUNT |
|--------------|----------|---------|----------|--|---------|-------------|
| 4/8/2014 Tue |          | 8:00 AM | 10:00 AM | Angelos Law School - 1028 - Group Study Room | Reserve | 3           |

List Grid

**Availability**

| SELECT | AVAILABLE | LOCATION                                     | CA |
|--------|-----------|--|----|
| +      | 1/1       | Angelos Law School - 1202 - Group Study Room | 4  |
| +      | 1/1       | Angelos Law School - 1203 - Group Study Room | 4  |
| +      | 1/1       | Angelos Law School - 1205 - Group Study Room | 4  |
| +      | 1/1       | Angelos Law School - 732 - Group Study Room  | 4  |
| +      | 1/1       | Angelos Law School - 823 - Group Study Room  | 4  |
| +      | 1/1       | Angelos Law School - 824 - Group Study Room  | 4  |

Reserve

+

1/1

Angelos Law School - 1202 - Group Study Room

4

+

1/1

Angelos Law School - 1203 - Group Study Room

4

+

1/1

Angelos Law School - 1205 - Group Study Room

4

+

1/1

Angelos Law School - 732 - Group Study Room

4

+

1/1

Angelos Law School - 823 - Group Study Room

4

+

1/1

Angelos Law School - 824 - Group Study Room

4

Find Space

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

The screenshot displays the 'Law Library Group Study Rooms' request form on the University of Baltimore website. The form is divided into several sections:

- When and Where:** Includes fields for Date (4/8/2014 Tue), Start Time (8:00 AM), End Time (10:00 AM), and Facilities (Angelos Law School).
- Event Details:** Includes Event Name (RESERVED) and Event Type (Group Study).
- Group Details:** Includes Group (Law Library Group Study Roc), Primary Contact (temporary contact), Name, Phone, and Fax.
- Setup Information:** Includes Attendance (3).
- Availability Filters:** Includes Features (LCD or Plasma Display Screen, Whiteboard).

Red arrows highlight the 'Event Name' field, the 'Group' dropdown menu, and the 'Submit' button.