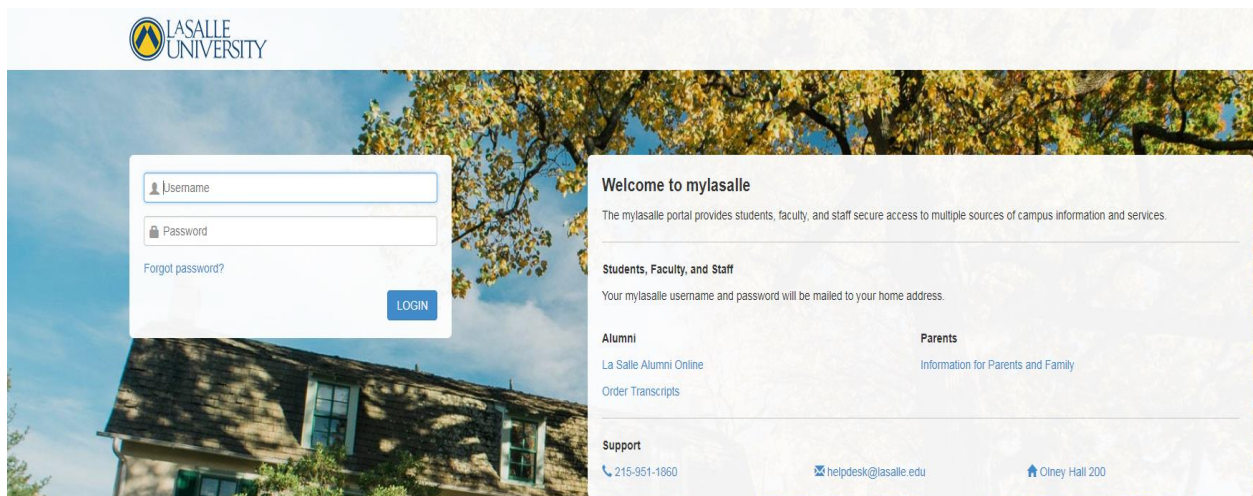
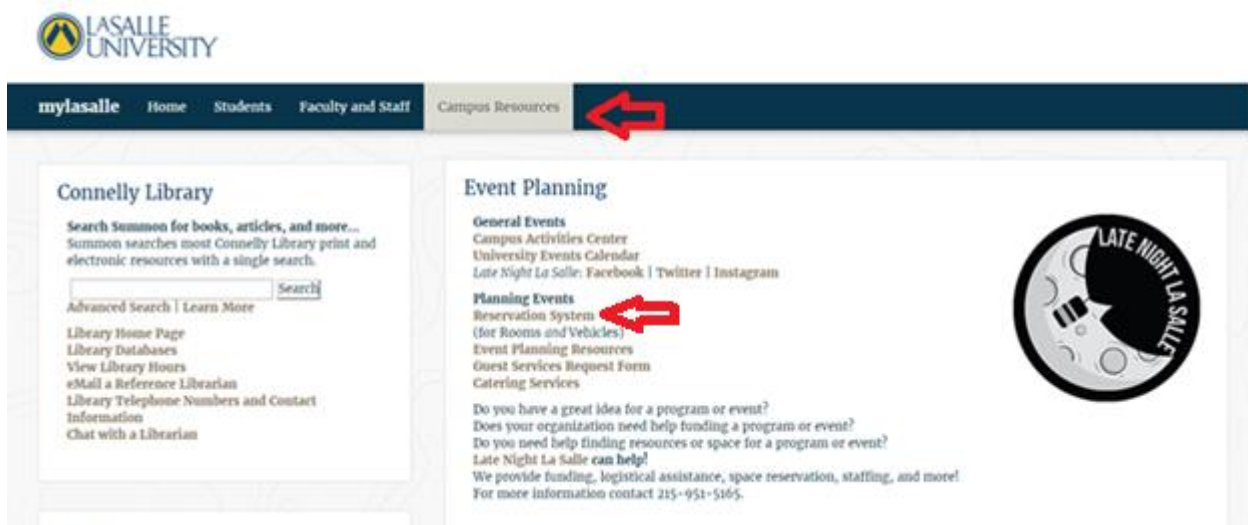


# Accessing Event Management Systems (EMS)

1. Please log into your La Salle portal, located at <https://www.my.lasalle.edu/>

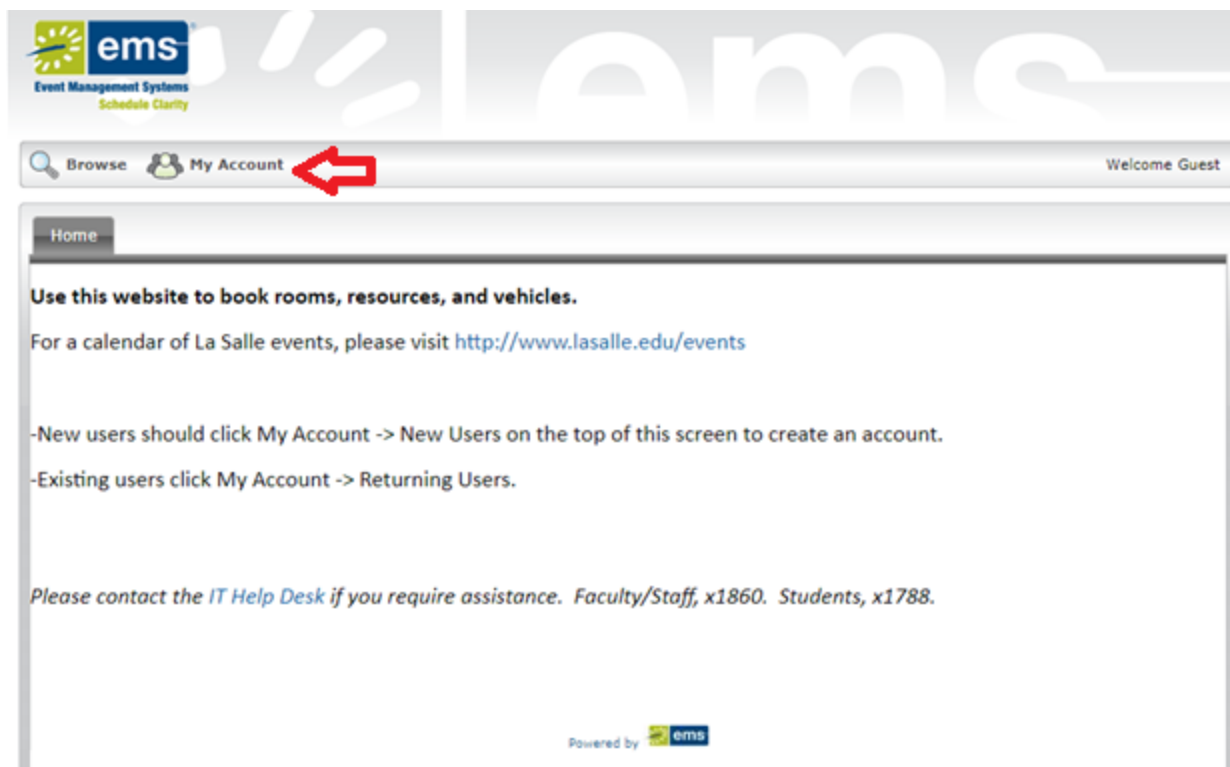


2. Next, click on "Campus Resources" and then "Reservation System"



# Accessing Event Management Systems (EMS)

3. If you are a new user, please click on "My Account" followed by "New Users". This will allow you to create your own password for logging into EMS via your La Salle University e-mail address.
4. If you are a returning user, please click on "My Account" and "Returning User", which will then prompt you for your previously created password.




The screenshot shows the EMS website interface. At the top left is the EMS logo with the text "Event Management Systems Schedule Clarity". To the right is a large, faint "ems" watermark. Below the logo is a navigation bar with a search icon, "Browse", a user icon, "My Account", and "Welcome Guest". A red arrow points to the "My Account" link. Below the navigation bar is a "Home" tab. The main content area contains the following text:

**Use this website to book rooms, resources, and vehicles.**  
For a calendar of La Salle events, please visit <http://www.lasalle.edu/events>

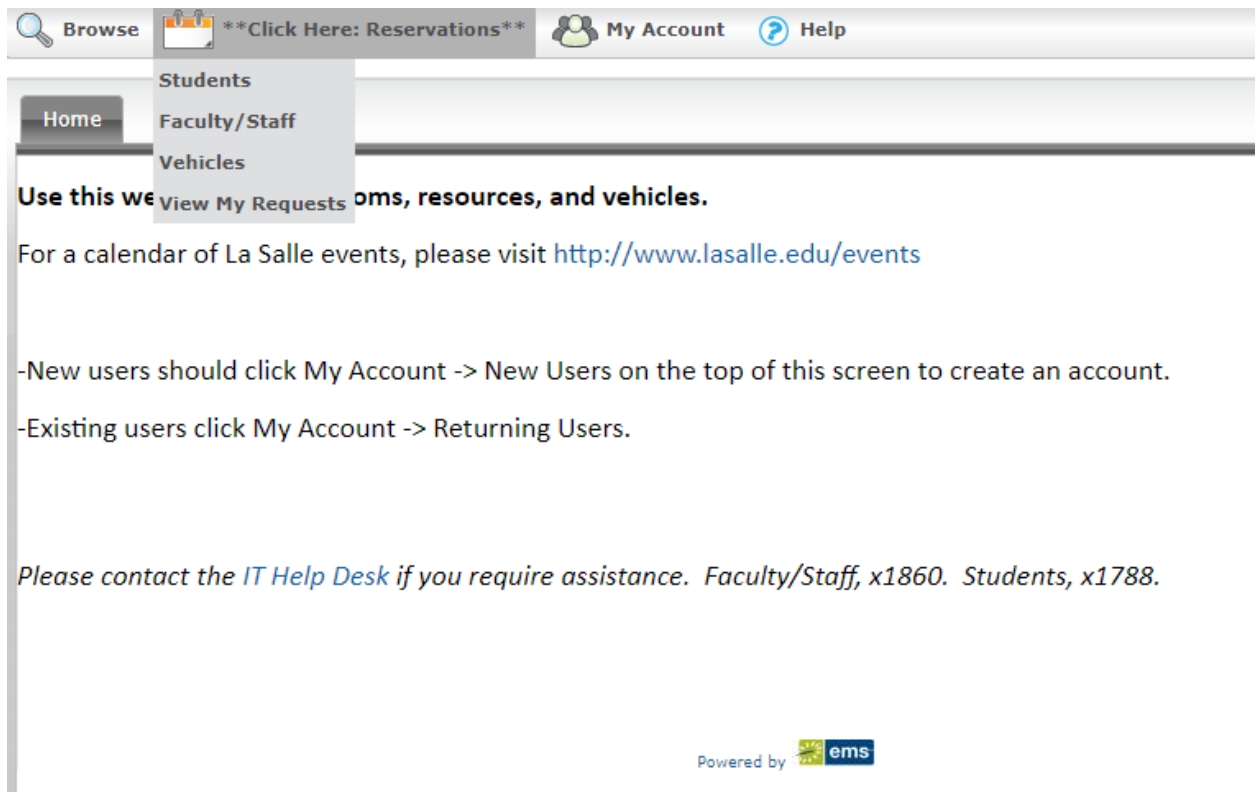
-New users should click My Account -> New Users on the top of this screen to create an account.  
-Existing users click My Account -> Returning Users.

*Please contact the IT Help Desk if you require assistance. Faculty/Staff, x1860. Students, x1788.*

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# Accessing Event Management Systems (EMS)

5. After you login, select “\*\*Click Here: Reservations\*\*” and choose the appropriate category for yourself (either Faculty/Staff or Student.)




Use this website to manage reservations, resources, and vehicles.

For a calendar of La Salle events, please visit <http://www.lasalle.edu/events>

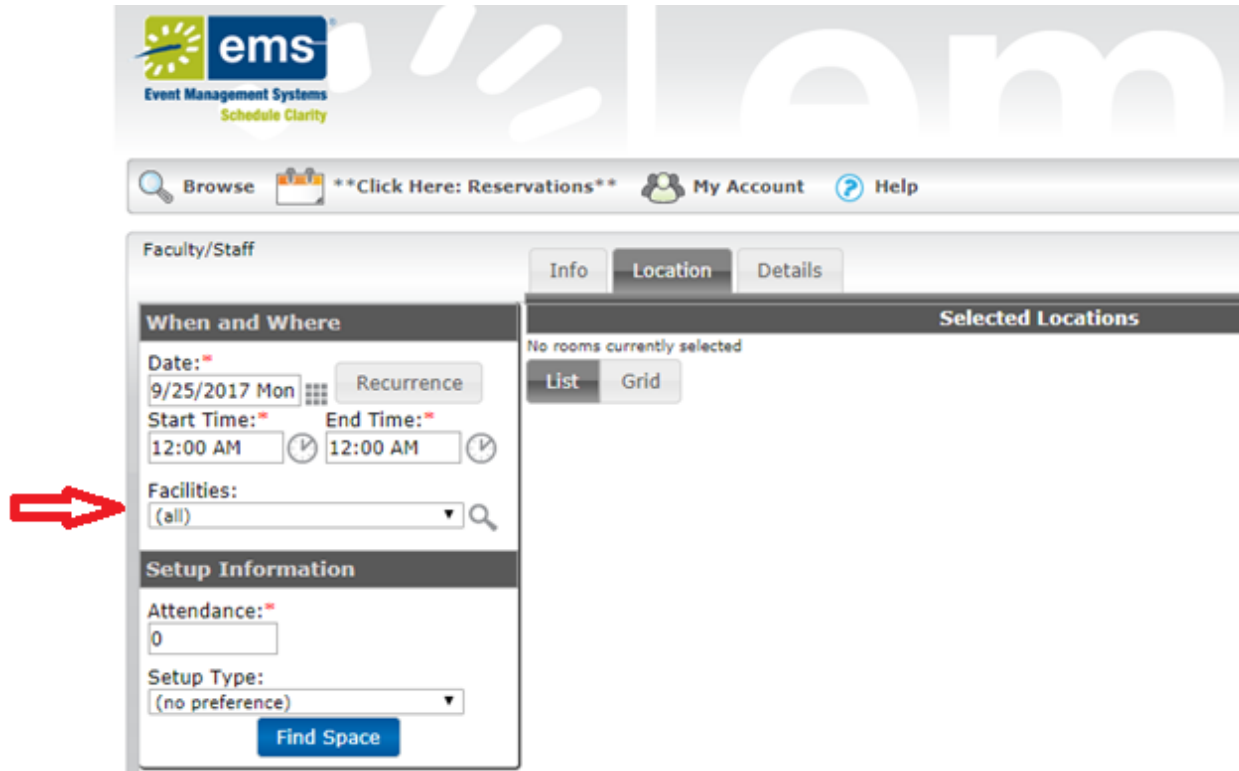
-New users should click My Account -> New Users on the top of this screen to create an account.  
-Existing users click My Account -> Returning Users.

*Please contact the IT Help Desk if you require assistance. Faculty/Staff, x1860. Students, x1788.*

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# Accessing Event Management Systems (EMS)

6. Once you have selected the appropriate group, you will then be able to book available rooms by dropping down the "Facilities" menu.



The screenshot displays the EMS web interface. At the top left is the EMS logo with the tagline "Event Management Systems Schedule Clarity". A navigation bar includes "Browse", "Reservations", "My Account", and "Help". The main content area is titled "Faculty/Staff" and has tabs for "Info", "Location", and "Details". The "Location" tab is active, showing a "Selected Locations" section with "No rooms currently selected" and "List" and "Grid" options. On the left, a "When and Where" section contains fields for "Date:" (9/25/2017 Mon), "Start Time:" (12:00 AM), and "End Time:" (12:00 AM). Below these is a "Facilities:" dropdown menu currently set to "(all)", which is highlighted by a red arrow. Underneath is a "Setup Information" section with "Attendance:" (0) and "Setup Type:" (no preference), followed by a "Find Space" button.

If you have any additional questions or comments, or if a room you would like to book is not available to you via EMS, please contact the La Salle University Help Desk at 215-951-1860 or e-mail us at [helpdesk@lasalle.edu](mailto:helpdesk@lasalle.edu). Thank you.

La Salle University Information Technology

