Accessing EMS

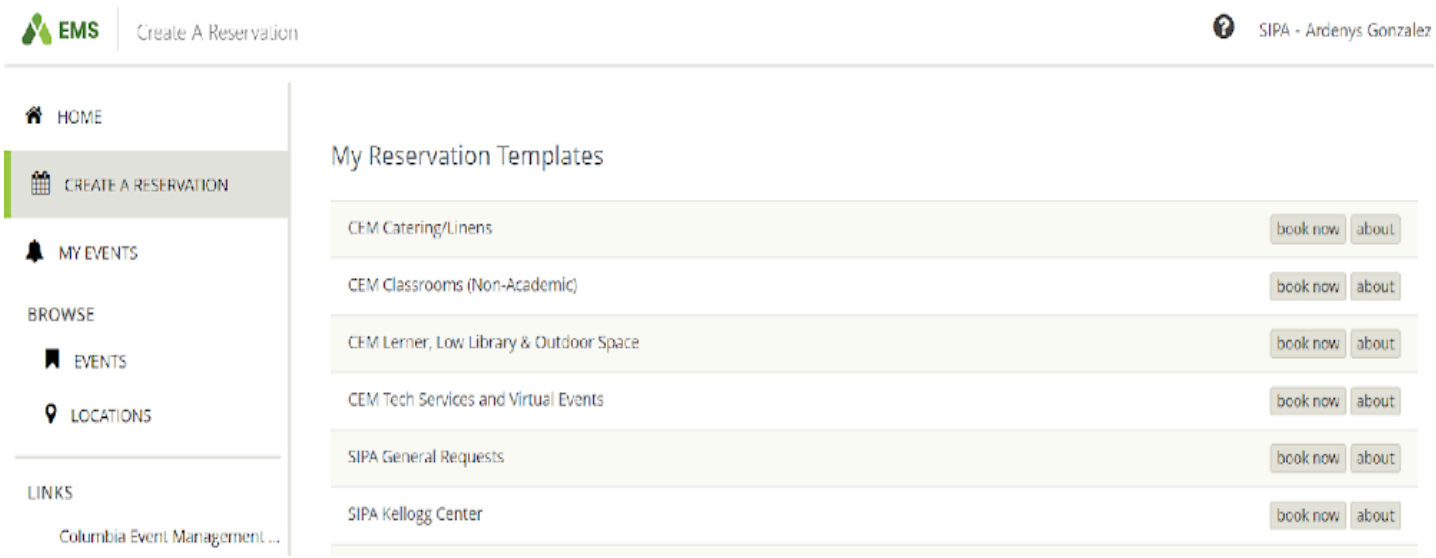
- EMS Log-In Page
- Staff & Faculty: You can sign in using your Columbia UNI by clicking the "Sign In With Your UNI" green button on the log-in page.

Making a Reservation

- Go to **Login**
- Click “Sign In With Your Columbia UNI,” then log in with your UNI and password.

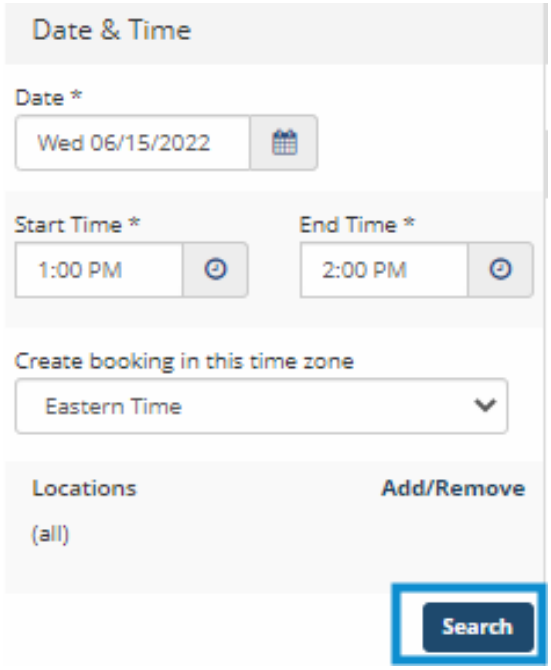


- Click “Create a Reservation.”

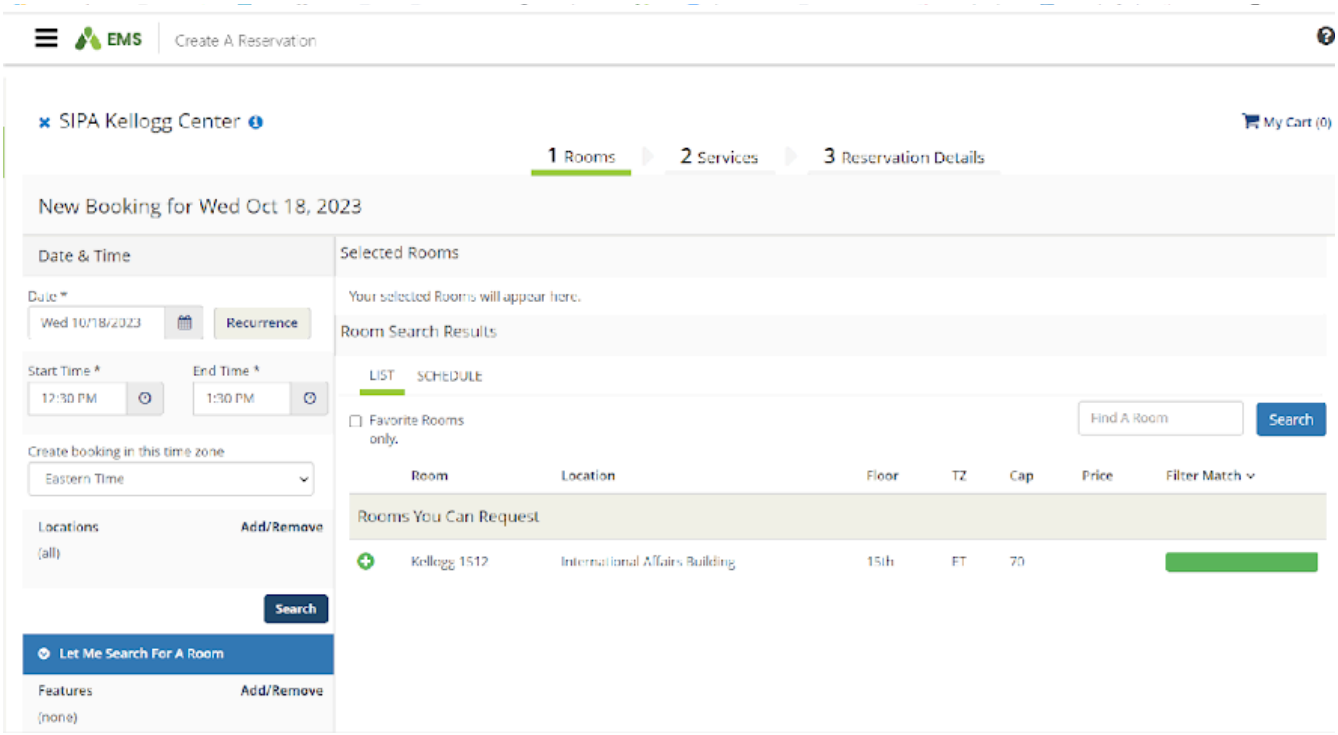


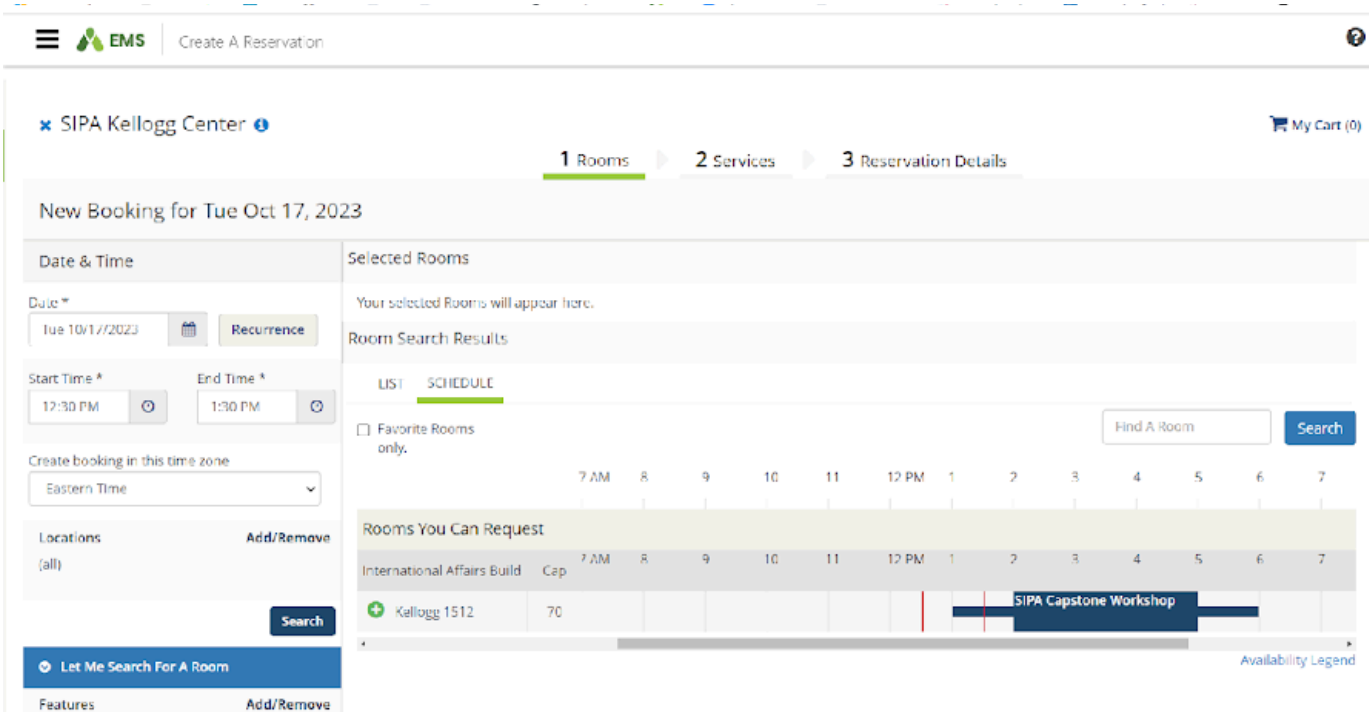
- Locate the “SIPA Kellogg Center” template, then click “book now.”

- Enter Date & Time information. Then, click “search” to view all available rooms or search for a specific room.



- View available rooms using either the “list” view or the “schedule” view.



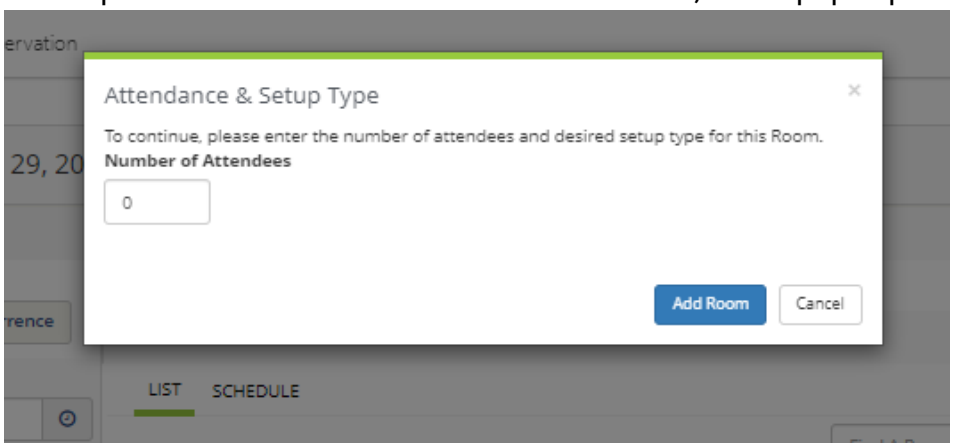


Schedule View:

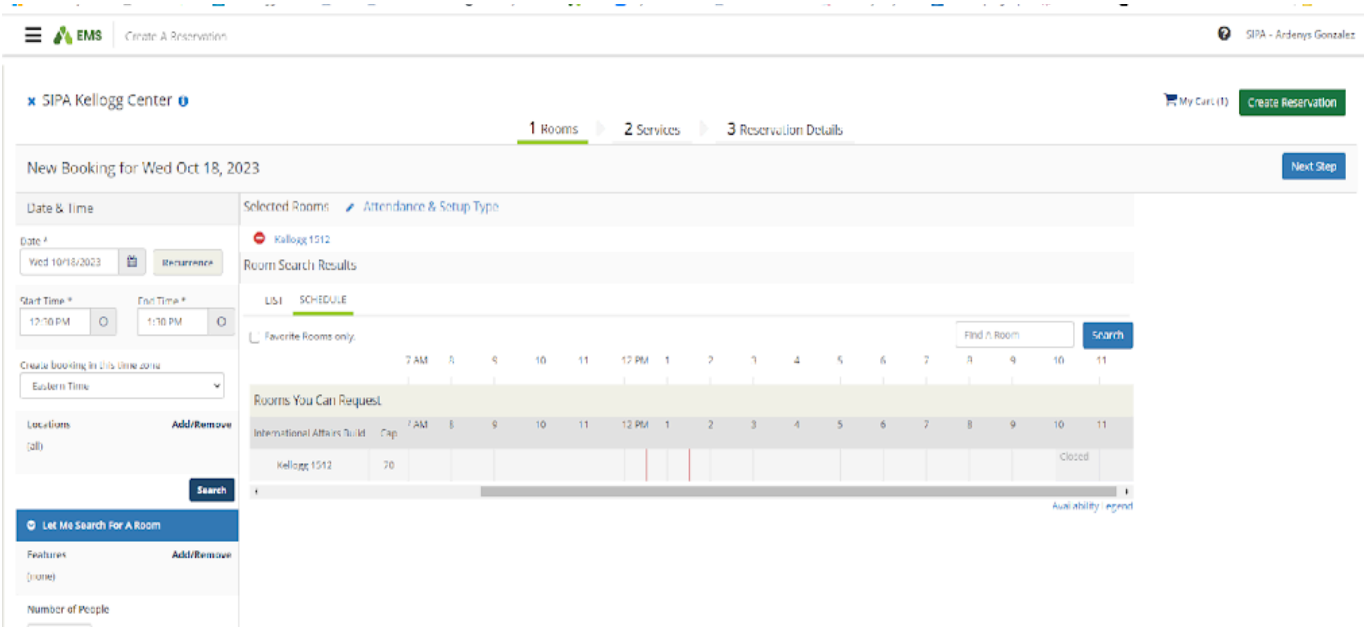
- Select a room by clicking the green add symbol.



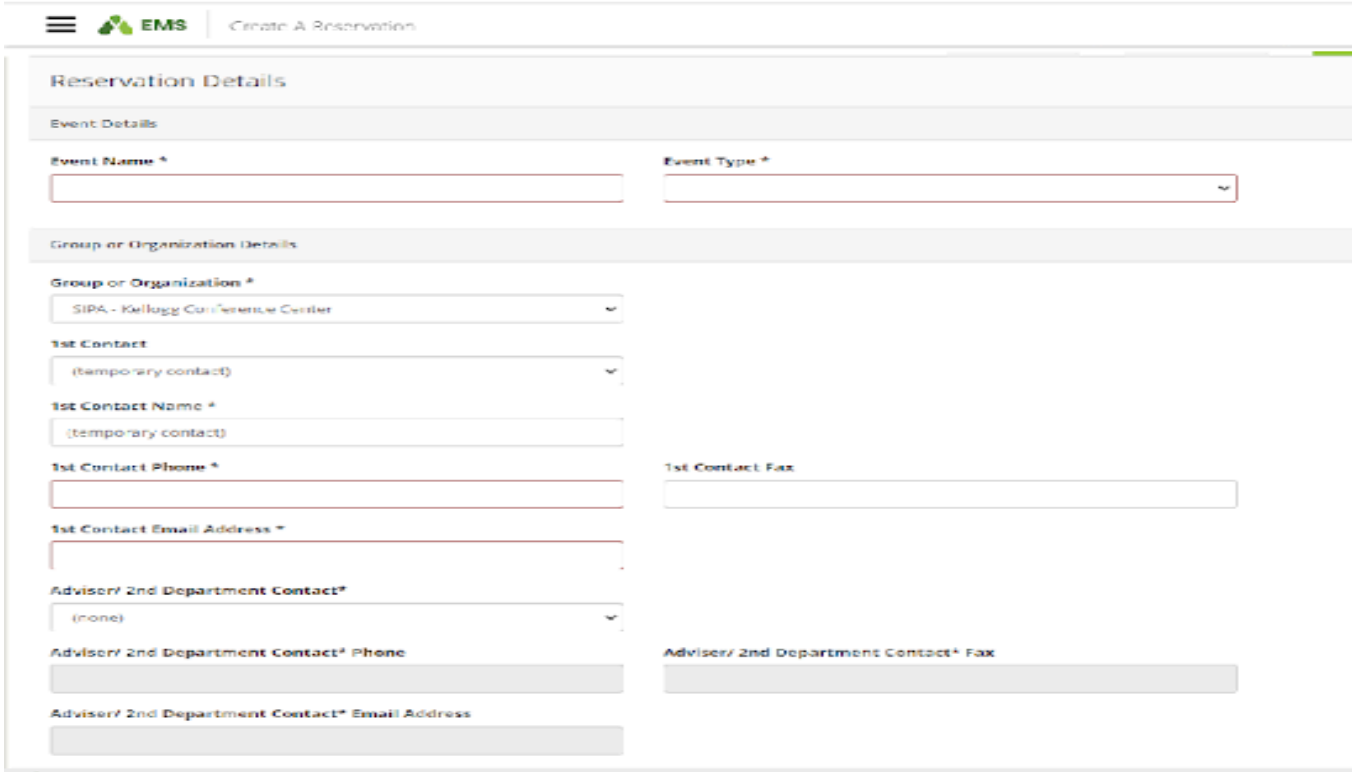
- Then input the “Number of Attendees” for the event, which pops up after selecting a room.



- Click “**Next Step**” on the top right of the page to proceed to the next page.



- KC Notes: Input any additional reservation details for the event.
- On the next page you will enter the reservation details: event name, event type, group, or organization, contact information, and the chart string (account associated with the event)



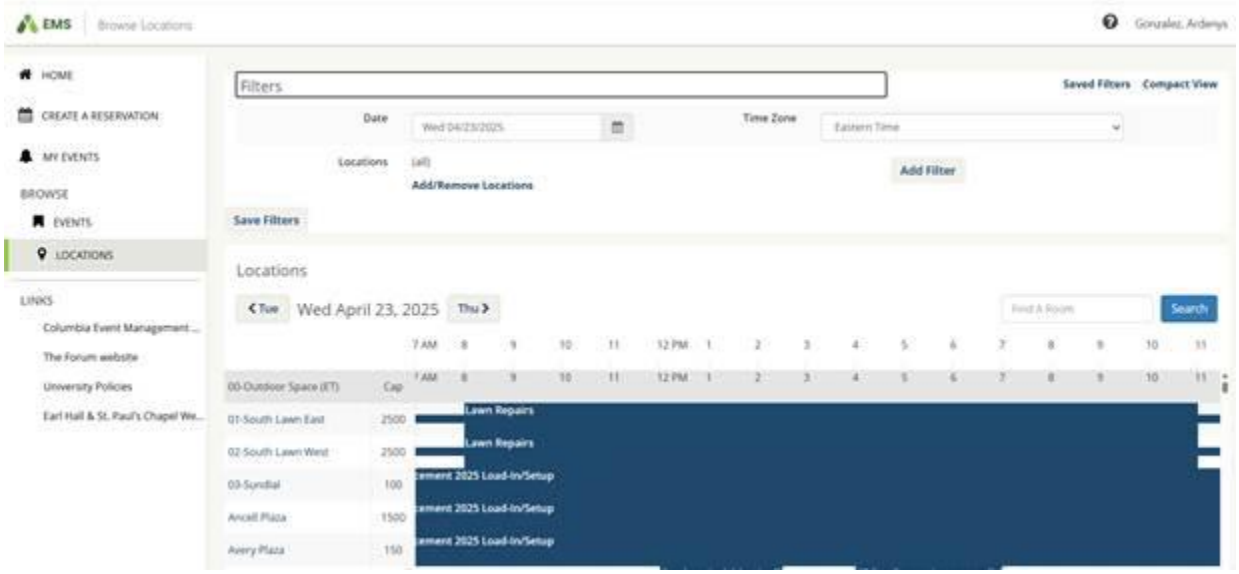
TO VIEW ROOM AVAILABILITY

Select “**locations**” instead of “**create reservation**”

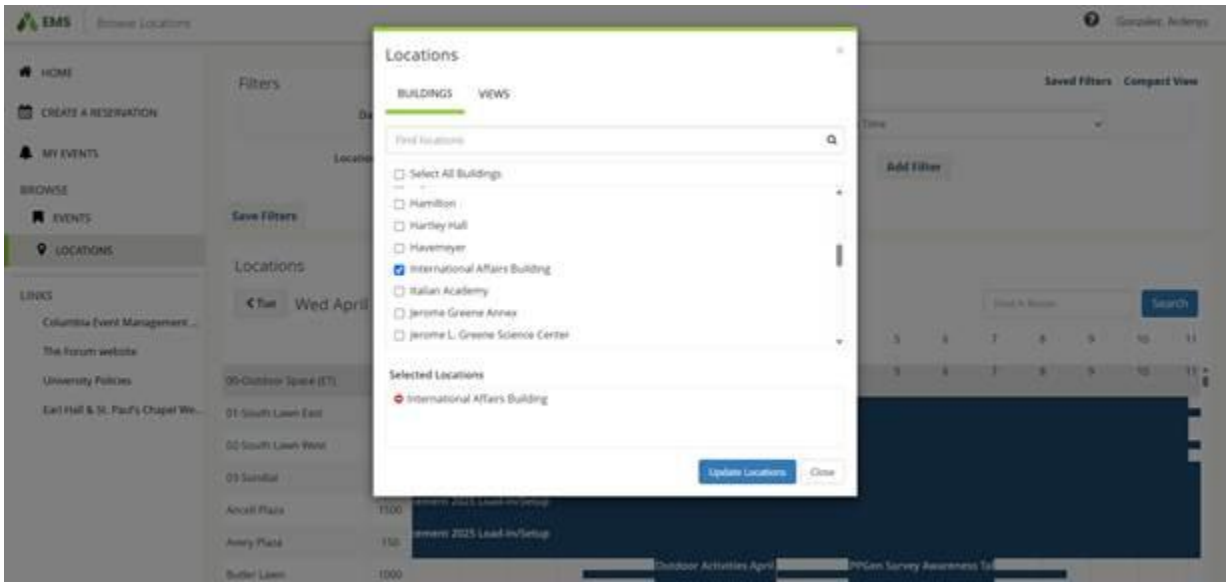
Under Filters

Click

ADD / REMOVE LOCATIONS



Add International Affairs Building and then click Update locations on the bottom right corner of the locations box



Scroll all the way down until you see Kellogg Center Combo and Kellogg 1512 availability

The example below shows room 1501 booked all day and 1512 available all day.

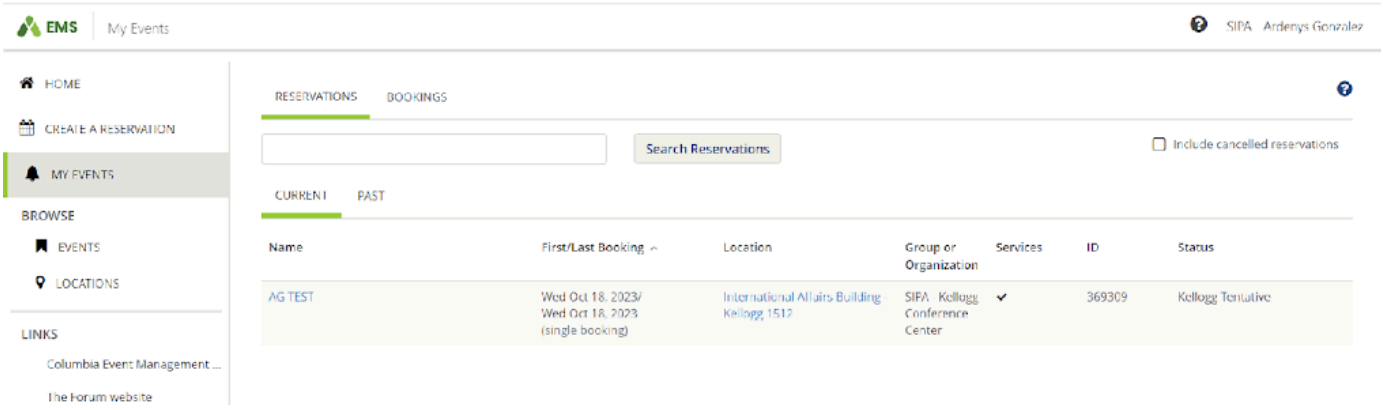


Managing Current and Past Reservations

- Go to **Login**
- Click “Sign In With Your Columbia UNI,” then log in with your UNI and password.

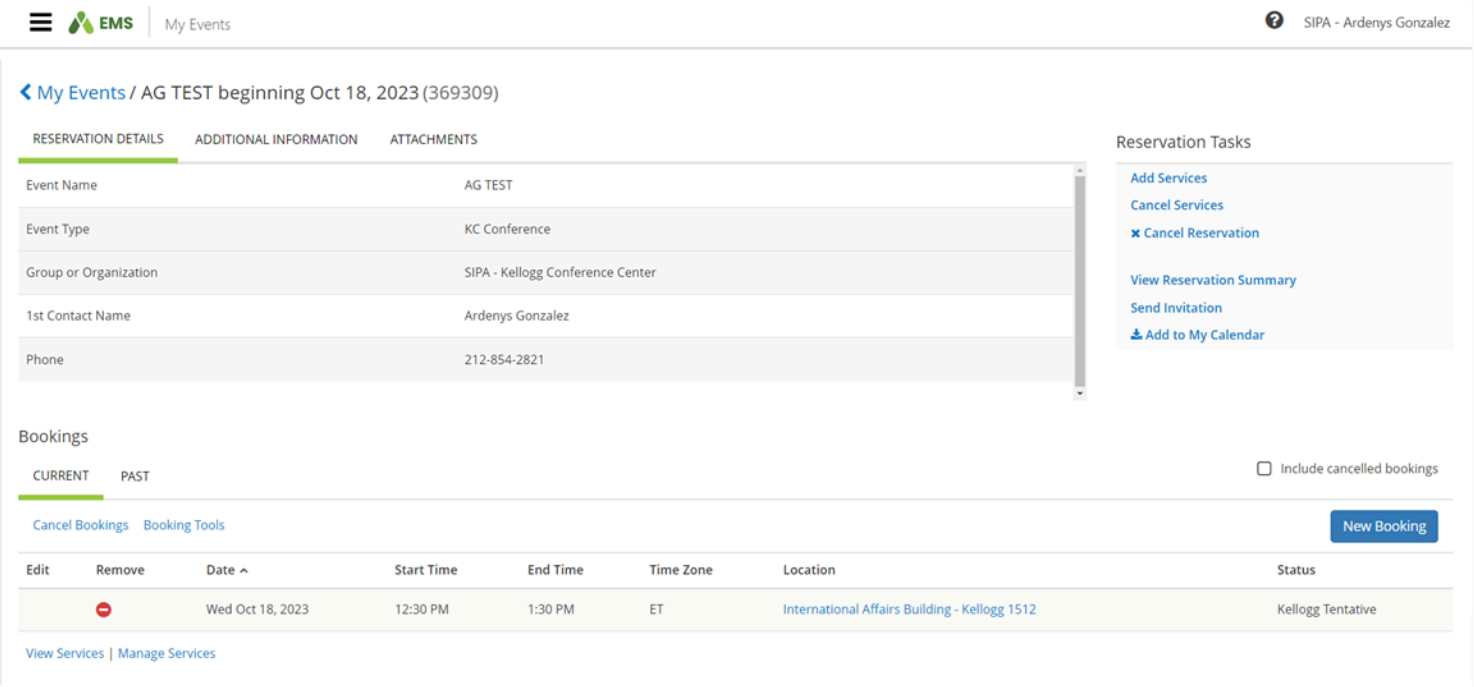
  Sign In With Your Columbia UNI

- Click “My Events.”
- Locate the reservation you would like to change, delete, or check on the status (confirmed or pending).
- Click on the name to view reservation details.



To cancel your reservation, click “Cancel my Reservation” on the top right corner of the page

To add information to the reservation, click "ADD SERVICES” on the top right corner of the page



EMS Web App Guide

- View the **EMS User Guide** for basic system questions.
- For EMS system support, **email emsaccounts@columbia.edu**.