

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.

Sign In With Your Columbia UNI

- Click "Create a Reservation."

The screenshot displays the EMS web application. At the top, there is a header with the EMS logo, a 'Create A Reservation' link, and a user profile for 'SIPA - Ardenys Gonzalez'. A left sidebar contains navigation links: HOME, CREATE A RESERVATION (highlighted), MY EVENTS, BROWSE, EVENTS, LOCATIONS, and LINKS. The main content area is titled 'My Reservation Templates' and lists six reservation options, each with a 'book now' button and an 'about' link.

Reservation Template	book now	about
CEM Catering/Linens	book now	about
CEM Classrooms (Non-Academic)	book now	about
CEM Lerner, Low Library & Outdoor Space	book now	about
CEM Tech Services and Virtual Events	book now	about
SIPA General Requests	book now	about
SIPA Kellogg Center	book now	about

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

EMS Create A Reservation

SIPA Kellogg Center

My Cart (0)

1 Rooms 2 Services 3 Reservation Details

New Booking for Tue Oct 17, 2023

Date & Time

Date: Tue 10/17/2023 Recurrence

Start Time: 12:30 PM End Time: 1:30 PM

Create booking in this time zone: Eastern Time

Locations: (all) Add/Remove

Search

Let Me Search For A Room

Features: Add/Remove

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE

☐ Favorite Rooms only.

Find A Room Search

7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7

Rooms You Can Request

International Affairs Build Cap 7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7

+ Kellogg 1512 70 SIPA Capstone Workshop

Availability Legend

Schedule View:

- Select a room by clicking the green add symbol.

Room	Location	Floor	TZ	Cap	Price	Filter Match
Rooms You Can Request						
+ Kellogg 1512	International Affairs Building	15th	ET	70		

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

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees

0

Add Room Cancel

LIST SCHEDULE

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

EMS | Create A Reservation | SIPA - Ardenys Gonzalez

SIPA Kellogg Center

1 Rooms 2 Services 3 Reservation Details

New Booking for Wed Oct 18, 2023

Next Step

Date & Time

Date *
Wed 10/18/2023

Start Time *
12:00 PM

End Time *
1:00 PM

Create booking in this time zone
Eastern Time

Locations
(0)

Add/Remove

Search

Let Me Search For A Room

Features
(0)

Add/Remove

Number of People

Selected Rooms Attendance & Setup Type

Kellogg 1512

Room Search Results

LIST SCHEDULE

Favorite Rooms only

Find A Room Search

Rooms You Can Request

Room	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
International Affairs Build	Cap																
Kellogg 1512	70																Closed

Availability legend

- 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)

EMS | Create A Reservation

Reservation Details

Event Details

Event Name *

Event Type *

Group or Organization Details

Group or Organization *

SIPA - Kellogg Conference Center

1st Contact

(temporary contact)

1st Contact Name *

(temporary contact)

1st Contact Phone *

1st Contact Fax

1st Contact Email Address *

Adviser/ 2nd Department Contact*

(none)

Adviser/ 2nd Department Contact* Phone

Adviser/ 2nd Department Contact* Fax

Adviser/ 2nd Department Contact* Email Address

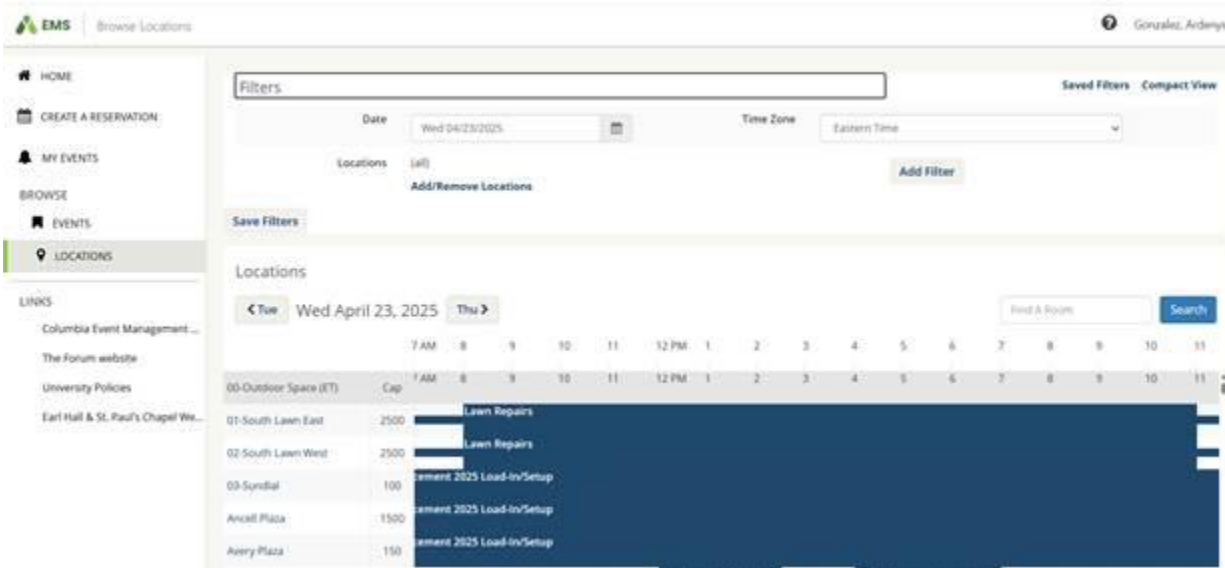
TO VIEW ROOM AVAILABILITY

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

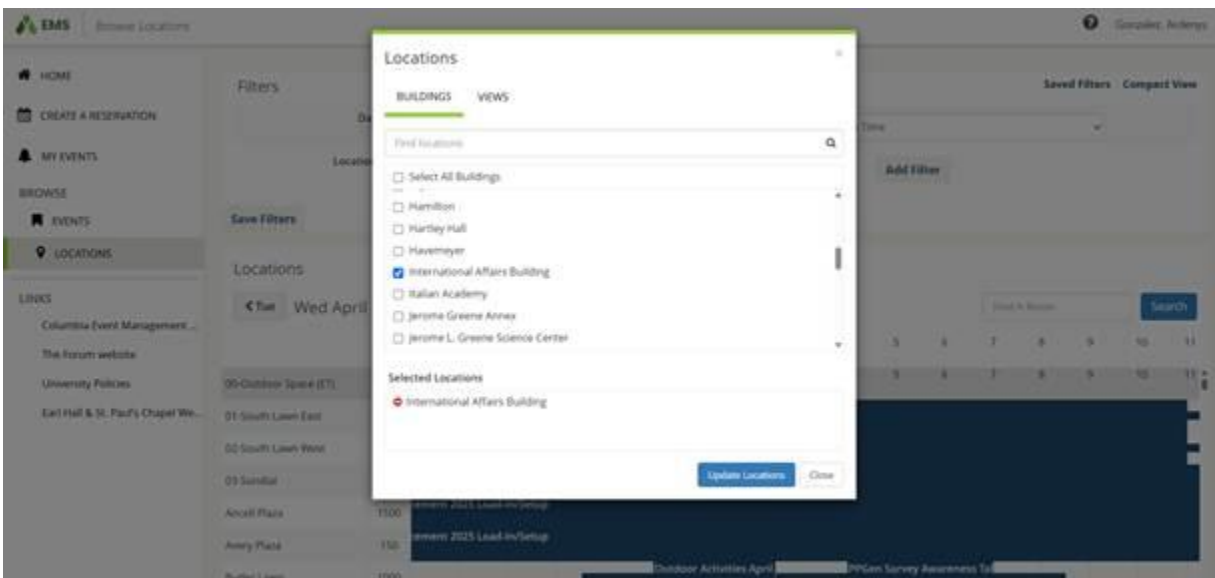
Under Filters

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.

LINKS									
Columbia Event Management ...	IAB 501A	25		CHNS_SAS-4			COCI_SAS-1102C-4	INAF_SIPA-612OU	Closed
The Forum website	IAB 501B	25		SIPA_SIPA-9000U-			PJUF_SIPA-625BU-	SIPA_SIPA-9000U-	Closed
University Policies	IAB 801	35		Private	Private		Private	Private	Closed
Earl Hall & St. Paul's Chapel We...	IAB 823	20		Private	Private		Private	Private	Closed
Kellogg 1501 Combo		140		Private				Private	Closed
Kellogg 1512		70							Closed

- Go to [Login](#)
- Click “Sign In With Your Columbia UNI,” then log in with your UNI and password.


[My Events](#)


[SIPA Ardenys Gonzalez](#)

[HOME](#)
[CREATE A RESERVATION](#)
[MY EVENTS](#)

[BROWSE](#)

[EVENTS](#)
[LOCATIONS](#)

[LINKS](#)

[Columbia Event Management ...](#)
[The forum website](#)

RESERVATIONS

BOOKINGS

☐ Include cancelled reservations

CURRENT

PAST

Name	First/Last Booking	Location	Group or Organization	Services	ID	Status
AG TEST	Wed Oct 18, 2023/ Wed Oct 18, 2023 (single booking)	International Affairs Building Kellogg, 1512	SIPA - Kellogg Conference Center	✓	369309	Kellogg Tentative

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

[My Events](#) / AG TEST beginning Oct 18, 2023 (369309)

RESERVATION DETAILS ADDITIONAL INFORMATION ATTACHMENTS

Event Name	AG TEST
Event Type	KC Conference
Group or Organization	SIPA - Kellogg Conference Center
1st Contact Name	Ardenys Gonzalez
Phone	212-854-2821

Reservation Tasks

[Add Services](#)
[Cancel Services](#)
[✕ Cancel Reservation](#)
[View Reservation Summary](#)
[Send Invitation](#)
[📅 Add to My Calendar](#)

Bookings

CURRENT PAST

☐ Include cancelled bookings

[Cancel Bookings](#) [Booking Tools](#)

[New Booking](#)

Edit	Remove	Date ^	Start Time	End Time	Time Zone	Location	Status
		Wed Oct 18, 2023	12:30 PM	1:30 PM	ET	International Affairs Building - Kellogg 1512	Kellogg Tentative

[View Services](#) | [Manage Services](#)

EMS Web App Guide

- View the [EMS User Guide](#) for basic system questions.
- For EMS system support, [email emsaccounts@columbia.edu](mailto:emsaccounts@columbia.edu).