Booking a Room with a Mobile Device

Step 1: Select Reserve a Room in the left-hand column of the auctr.edu homepage. A new window will open displaying the mobile version of EMS Pro. Log in using your Remote Access credentials.

Step 2: Click on the New Booking icon in the middle of the screen.

Step 3: Select the desired reservation date and time from the drop down menus. Location may remain blank; this defaults to the Library building.

Next, enter the number of individuals in your group and specify your setup preference.

Click Find Space and EMS will generate a list of rooms matching your request.

Step 4: After selecting your room, enter your name, confirm the Event type (the same as Setup preference), and select Submit.

Step 5: Review your reservation details and exit.

Note: Mobile reservations made for Technology Design Studio (TDS) rooms are pending until confirmed by TDS staff who will then send a confirmation via e-mail.