

EMS Web App Lactation Space User Guide

Getting Started

1. To request badge access contact the Office of Equity at equity@ucdenver.edu or 303-315-2567 with your first and last name and your employee/student ID number.
2. Navigate to the EMS Web App at <https://schedule.ucdenver.edu>.
3. If you have a CU Denver | Anschutz domain user account, login with these credentials and it will take you to the request account web page or click **Request An Account**:

SITE HOME MY HOME

Sign In

Please enter your university username and password

If you've never used this system, you must request an account. To request an account, login with your CU Denver | Anschutz username also known as your PassportID (e.g., DoeJ) and password and the account request page will open.

If you do not have a CU Denver | Anschutz account, go to the "My Account" menu and select "Request An Account" from the drop down menu.

User ID *

Password *

Sign In

⚠ I've forgotten my password.

Welcome, Guest.

Request An Account

4. Complete the form and after identifying your department, include *"lactation space user"* in the **Department** field. Select **Request An Account** at the end of the form:

Request An Account

To request an account, enter your info and click Request An Account.

Email & Password

Email Address *

Password *

Confirm Password *

Enter your password again.

About You

Name *

Phone 1 *

Phone 2

Time Zone *

Select a Time Zone

Additional Information

If you are a student, please provide your graduation date

Please provide your job title *

Organization *

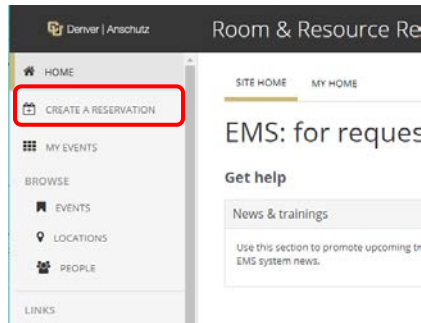
Please identify your department(s) *

Request An Account

Notification regarding account approval will be sent within 2 business days.

Creating Reservations

1. Navigate to the EMS Web App at <https://schedule.ucdenver.edu> and enter your User ID and Password in the appropriate fields and click **Sign In**.
2. Click **CREATE A RESERVATION**, find the *CU Anschutz – Lactation Spaces* reservation template, and click **book now**:



My Reservation Templates

CU Anschutz - Lactation Spaces	book now	about
CU Anschutz - Classrooms	book now	about
CU Anschutz - Common Conference Spaces	book now	about
CU Anschutz - Department Conference Rooms	book now	about

3. Fill out the **Date and Time** of your reservation on the left side of the page and click the **Search** button:

Date & Time

Date

Fri 08/03/2018

Recurrence

Start Time

10:00 AM

End Time

10:30 AM

Create booking in this time zone

Mountain Time

Locations

(all)

Add/Remove

Search

To create a recurring reservation click the **Recurrence** button, enter the recurring date and time pattern information, and click **Apply Recurrence**:

The image shows two parts of a reservation form. On the left, the 'Date & Time' section includes a 'Date' field with 'Fri 08/03/2018', a 'Recurrence' button (highlighted with a red box), 'Start Time' (10:00 AM), 'End Time' (10:30 AM), a time zone dropdown set to 'Mountain Time', a 'Locations' field with '(all)', an 'Add/Remove' button, and a 'Search' button. On the right, the 'Recurrence' section includes a 'Repeats' dropdown set to 'Weekly', a 'Remove Recurrence' button, an 'Every' field set to '1' week(s), an 'On' day selector with 'Wed' highlighted, 'Start Date' (Wed 08/01/2018), 'End Date' (Wed 10/31/2018) with '(14 occurrences)' next to it, 'End after' set to '1' occurrence(s), 'Start Time' (10:00 AM), 'End Time' (10:30 AM), a time zone dropdown set to 'Mountain Time', an 'Apply Recurrence' button (highlighted with a red box), and a 'Close' button.

4. A list of available rooms will populate the right side of the page. Select a room by clicking the **Add Sign (+)** to the left of the room:

The image shows a 'Room Search Results' section with tabs for 'LIST' and 'SCHEDULE'. Below the tabs is a 'Favorite Ro...' checkbox and a 'Find A Room' search bar with a 'Search' button. The table has columns: Room ^, Location, Floor, TZ, and Cap. A section titled 'Rooms You Can Reserve' contains five rows of room data. The second row, 'L15-6509 Lactation Space', has its '+' icon highlighted with a red box.

Room ^	Location	Floor	TZ	Cap
Rooms You Can Reserve				
+ Bldg 500-NG019A Lactation Space	Building 500	Ground Floor	MT	1
+ L15-6509 Lactation Space	L15 Academic Office 1	6th Floor	MT	1
+ L18-2105A Lactation Space	L18 Research 1 South	2nd Floor	MT	1
+ L18-2105B Lactation Space	L18 Research 1 South	2nd Floor	MT	1
+ L18-10117 Lactation Space	L18 Research 1 South	10th Floor	MT	1

Tip: Select **Schedule** to view the availability for all of the lactation spaces:

The image shows the 'Room Search Results' section with the 'LIST' and 'SCHEDULE' tabs. The 'SCHEDULE' tab is highlighted with a red box.

Tip: For more information about the room, click on the room name in **blue**.

5. The room you have selected will move to the top of the page. Click **Next Step**:

18 Next Step

Selected Rooms [Attendance & Setup Type](#)

● L15-6509 Lactation Space

Room Search Results

LIST SCHEDULE

☐ Favorite Ro...

Room ^	Location	Floor	TZ	Cap
Rooms You Can Reserve				
+ Bldg 500-NG019A Lactation Space	Building 500	Ground Floor	MT	1
● L15-6509 Lactation Space	L15 Academic Office 1	6th Floor	MT	1

6. In the *Reservation Details* section the **Event Name**, **Event Type**, and **Group** fields will automatically be populated. In the **1st Contact** field select your name from the drop-down list. Your contact information will populate into the **Phone** and **Email Address** fields:

Reservation Details

Event Details

Event Name * Event Type *

Group Details

Group *

1st Contact

1st Contact Phone * 1st Contact Fax

1st Contact Email Address *

7. Click **Create Reservation**:

Create Reservation

After successfully submitting your reservation you will see the page below and will receive a confirmation email:

Room Request

Reservation Created

What would you like to do now?

- [Add to my calendar.](#)
- [Edit this reservation.](#)

Contact Information

Lactation Space Access and Use:

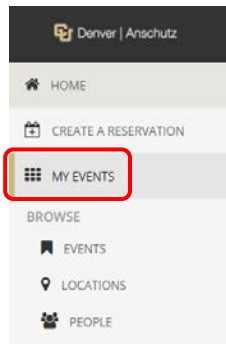
- Office of Equity
equity@ucdenver.edu
303-315-2567
<https://equity.ucdenver.edu/lactation-resources/>

EMS Web App Support:

- Technology Support Services
OIT-SchedulingServices@cuanschutz.edu
303-724-4357 (HELP)
<https://schedule.ucdenver.edu>

Cancelling Reservations

1. Select **My Events**:



2. Select the reservation name to be cancelled from the list:

RESERVATIONS BOOKINGS

Search Reservations ☐ Include cancelled reservations

CURRENT PAST

Name	First/Last Booking ^	Location	Group	Services	ID	Status
EMS Consultant Visit	Tue Jul 24, 2018/ Wed Jul 25, 2018 (multi-booking)	Video Conference - Video Conference 4	CUA-C...	✓	281923	3 VC Support Confer...
Lactation Reservation	Fri Aug 3, 2018/ Fri Aug 3, 2018 (single booking)	L15 Academic Office 1 - L15-6509 Lactation Space	CUA-C...		282198	Confirmed

3. Select the **Minus Sign (-)** next to the booking date to cancel only that date or select **Cancel Bookings** to cancel all of the booking dates in the reservation:

◀ [My Events](#) / Lactation Reservation beginning Aug 3, 2018 (282198)

RESERVATION DETAILS ATTACHMENTS


[Edit Reservation Details](#)

Event Name	Lactation Reservation
Event Type	Lactation
Group	CUA-CSA-OIT Technology Support Services
1st Contact Name	April Barr

Bookings

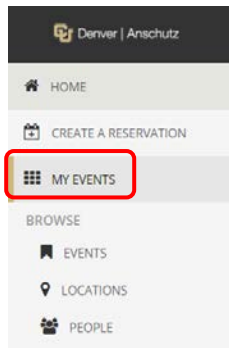
CURRENT PAST

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

	Date ^	Start Time	End Time	Time Zone	Location
	Fri Aug 3, 2018	10:00 AM	10:30 AM	MT	L15 Academic Office 1 - L15-6509 Lactation Space

Editing Reservations

1. Select **My Events**:



2. Select the reservation name to be edited from the list:

RESERVATIONS

BOOKINGS

Search Reservations

☐ Include cancelled reservations

CURRENT

PAST

Name	First/Last Booking ^	Location	Group	Services	ID	Status
EMS Consultant Visit	Tue Jul 24, 2018/ Wed Jul 25, 2018 (multi-booking)	Video Conference - Video Conference 4	CUA-C-...	✓	281923	3 VC Support Confir...
Lactation Reservation	Fri Aug 3, 2018/ Fri Aug 3, 2018 (single booking)	L15 Academic Office 1 - L15-6509 Lactation Space	CUA-C-...		282198	Confirmed

3. Select the **Pencil icon** next to the booking date to edit only that date or select **Booking Tools** to edit all of the booking dates in the reservation:

◀ [My Events](#) / Lactation Reservation beginning Aug 3, 2018 (282198)

RESERVATION DETAILS		ATTACHMENTS	
Edit Reservation Details			
Event Name		Lactation Reservation	
Event Type		Lactation	
Group		CUA-CSA-OIT Technology Support Services	
1st Contact Name		April Barr	

Bookings

CURRENT		PAST		
Cancel Bookings		Booking Tools		
Date ^	Start Time	End Time	Time Zone	Location
✎ ⊖ Fri Aug 3, 2018	10:00 AM	10:30 AM	MT	L15 Academic Office 1 - L15-6509 Lactation Space

4. After selecting the **Pencil icon**, adjust the date, time or room and click **Search** and **Update Booking**:

The screenshot shows a booking interface. On the left, a panel titled 'Date & Time' is highlighted with a red box. It contains fields for 'Event Name *' (Lactation Reservation), 'Event Type *' (Lactation), 'Date' (Fri 08/03/2018), 'Start Time' (12:00 PM), 'End Time' (12:30 PM), 'Create booking in this time zone' (Mountain Time), and 'Locations' (L15 Academic Office 1). A 'Search' button is at the bottom of this panel. To the right, a 'SCHEDULE' view shows a grid of rooms and times. The 'Update Booking' button is highlighted with a red box.

After selecting **Booking Tools**, make adjustments to the **Date** and/or **Time** by using the drop-down menus, select the booking dates to apply the change, and click **Update Bookings**:

The screenshot shows the 'Booking Tools' section. At the top right, the 'Update Bookings' button is highlighted with a red box. Below it, a red box highlights the 'Date' and 'Time' dropdown menus, both set to 'No change to date' and 'No change to time'. Below these, a table of bookings is shown. The first row is highlighted with a red box.

	Date ^	Start Time	End Time	Time Zone	Location	Status	Result
<input type="checkbox"/>	Fri Aug 3, 2018	10:00 AM	10:30 AM	Mountain Time	L15-6509 Lactation Space	Confirmed	