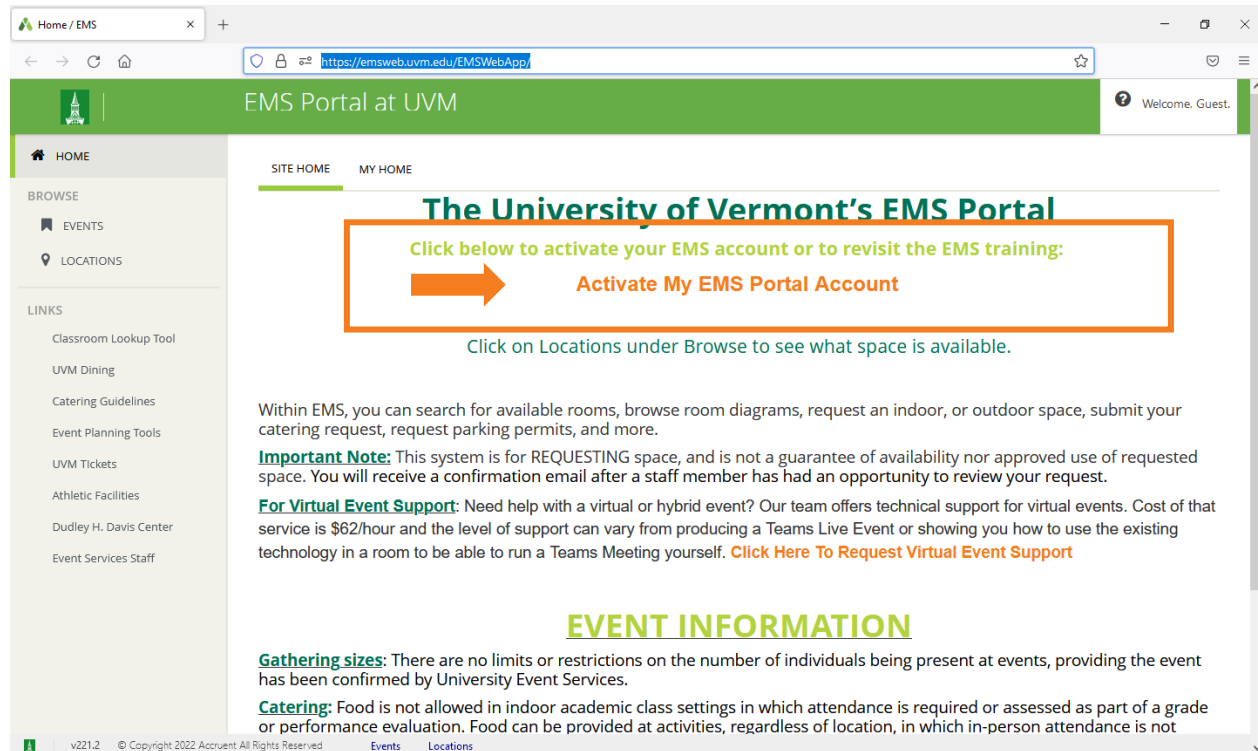# HOW TO ACTIVATE YOUR EMS ACCOUNT FOR UVM STAFF & FACULTY

Updated: February 2022

- Any staff or faculty member with a UVM Net Id and password can have access to the EMS Portal to make requests to use a room or hold an event.

- To activate your EMS account, do the following:

1. Go to the EMS Portal- www.uvm.edu/ems
2. Click on the link that says **Activate my EMS Portal Account**

Campus Events
campusevents@uvm.edu
802.656.5667

THE UNIVERSITY OF VERMONT
EVENT SERVICES

Davis Center Events
dcevents@uvm.edu
802.656.1204

HOW TO ACTIVATE YOUR EMS ACCOUNT
FOR UVM STAFF & FACULTY

This will take you to a short training that teaches the basics of how to use EMS to request a room or an event.

Pay attention to the training because at the end there will be a quiz.

WELCOME TO THE UNIVERSITY OF VERMONT EMS PORTAL TRAINING
BY THE END OF THIS TRAINING YOU WILL BE ABLE TO:

1. Request space on campus for events
2. Set up reoccurring meetings on campus
3. Request additional services such as catering
4. Know who to call for help with EMS and events on campus

This training will take about 15 minutes.

Once you have finished the training click on the link to the EMS Portal Quiz.

If you are not redirected to this page, check that your ad blocker is turned off and try again. If you are still having problems, try using a different browser.

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CONGRATULATIONS ON COMPLETING YOUR INTRODUCTION TO EMS TRAINING

PLEASE TAKE THE FOLLOWING QUIZ TO TEST YOUR KNOWLEDGE & ACTIVATE YOUR ACCOUNT IF YOU PASS.

TAKE THE EMS PORTAL QUIZ

If clicking on the link doesn't automatically open the quiz, check you browser pop up blocker, or copy and paste the link into a new tab.

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HOW TO ACTIVATE YOUR EMS ACCOUNT FOR UVM STAFF & FACULTY

Complete the EMS Portal quiz by filling in your information and answers.

The University Event Services Scheduling Team will review the results of the quiz once you have completed it.

- If you get 3 or more questions correct your EMS account will be activated.

- If you get 2 or more questions wrong, your EMS account **will not be** activated, and you will be asked to retake the quiz.

- It usually takes 2-3 *business* days to review your quiz and activate your account.

- During busy times of the year (start of each semester and the end of the Spring semester) it may take as many as 5 business days to activate your account.

- You will receive an email from UES confirming that your account is active and you are ready to use EMS.

- If you have trouble with your EMS account or need help using the Portal, email campusevents@uvm.edu or call 802-656-5667.

Quiz: How to Plan an Event at UVM Using EMS

* Required

What's your UVM Net ID? *

This must be a Net ID associated with a specific person. If you submit a NetID associated with a club or group, we will not be able to activate it.

Your answer

First and Last Name *

Your answer

Phone Number *

Please include area code.

Your answer

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