HOW TO SCHEDULE A TELEHEALTH ROOM

Students can schedule a private room in the Davis Center for telehealth appointments. Rooms are only available for telehealth sessions and should not be used for other meetings.

Rooms can be booked up until 6 hours before the scheduled appointment and no more than 60 days in advance.

Hours the rooms are available are 8 am-8 pm.

Go to www.uvm.edu/ems. This is the University’s room reservation system, The EMS Portal.

1. Click Welcome, Guest, and log in using your UVM net Id and password.

2. Click Create A Reservation.

This will open your Reservation Templates.

3. Click Book Now
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**Step 1: Rooms**

1. Select the **Date**, **Start Time**, and **End Time** that you would like to schedule.
   
   *Note that rooms must be scheduled at least 6 hours in advance.*

2. Click **Search**

   Two Davis Center rooms will appear to choose from. Rooms 310D and 426.

   The gray shaded area shows when the room is already scheduled. The time you are requesting is noted by the red vertical lines.

3. Click on the green circle to add the room to your reservation.

4. In the pop-up window select 1 for the **No. of Attendees** and leave the **Setup Type** as Default.

5. Click **Add Room**

6. Click **Next Step**
**Step 2: Reservation Details**

1. For the Event Name, enter your first initial and last name.

   The Event Type is 1:1 Consultations

   Your name should appear under 1st Contact.

2. Enter your phone number.

3. Enter your Email Address.

4. Click Create Reservation.

**What Happens Next?**

You will receive an email confirming your reservation.

Should you need assistance or have questions while at the Davis Center please visit one of the Davis Center Info Desks.