

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 **MUST** be booked at least 6 hours in advance 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**

The screenshot displays the EMS Portal interface. At the top, the header reads "EMS Portal at The University of Vermo..." with a "Welcome, Guest." link highlighted by an orange box and arrow labeled "1". Below the header, the main content area is titled "The University of Vermont's EMS Portal" and includes a sub-header "Your next campus event starts here!". A navigation sidebar on the left contains "HOME", "BROWSE" (with sub-items "EVENTS" and "LOCATIONS"), and "LINKS" (with sub-items "Event Planning Tools" and "Approved Caterers"). Below the main content, a "Room Request" section is visible, with "My Reservation Templates" highlighted by an orange box and arrow labeled "2". At the bottom of the "Room Request" section, a "Reserve a Telehealth Space" button is highlighted by an orange box and arrow labeled "3", with a "book now" button and an "about" link nearby.

HOW TO SCHEDULE A TELEHEALTH ROOM

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**

The screenshot shows the 'Reserve a Telehealth Space' interface. The top navigation bar includes 'Reserve a Telehealth Space', 'My Cart (0)', and 'Create Reservation'. The main content area is divided into '1 Rooms' and '2 Reservation Details'. The 'New Booking for Mon Feb 1, 2021' section includes fields for Date, Start Time (3:30 PM), End Time (4:30 PM), and Locations (Davis Center). A 'Search' button is highlighted with an orange arrow labeled '2'. Below the search button is a 'Let Me Search For A Room' button. The 'Room Search Results' section shows a calendar view with a table of available rooms. The table has columns for time slots (7 AM, 8, 9, 10, 11, 12 PM, 1, 2, 3, 4) and rows for room types. Two rooms are listed: 'Davis Center 310D' and 'Davis Center 426 (...)', both with a capacity of 1. A green plus sign is next to each room name, and an orange arrow labeled '3' points to the plus sign for Davis Center 310D. A gray shaded area in the calendar indicates when the room is already scheduled. Red vertical lines in the calendar indicate the time you are requesting. A pop-up window titled 'Attendance & Setup Type' is shown, with a dropdown menu for 'No. of Attendees' set to 1 (highlighted with an orange arrow labeled '4') and a dropdown menu for 'Setup Type' set to 'Default'. An orange arrow labeled '5' points to the 'Add Room' button at the bottom of the pop-up window. An orange arrow labeled '6' points to the 'Next Step' button in the top right corner of the main interface.

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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.

Reserve a Room for Telehealth Session ⓘ

1 Rooms | 2 Reservation Details

My Cart (1) Create Reservation

Reservation Details

Event Details

Event Name * Event Type *

Organization Details

Organization *

1st Contact

1st Contact Phone * 1st Contact Fax

1st Contact Email Address *

This field is required.