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.

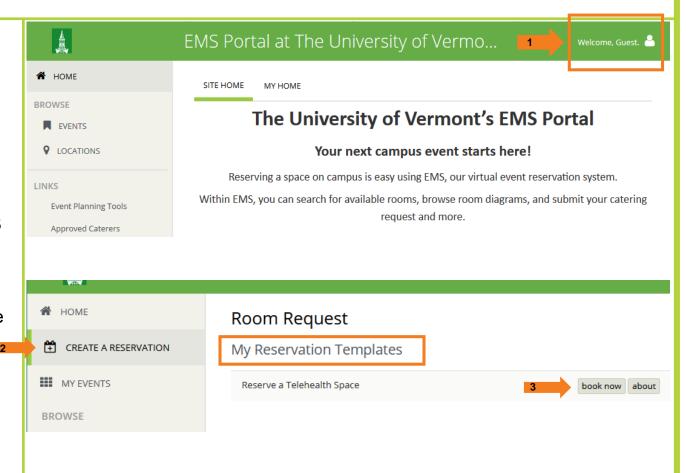
Hours the rooms are available are 8 am-8 pm.

Go to <a href="www.uvm.edu/ems">www.uvm.edu/ems</a>. This is the University's room reservation system, The EMS Portal.

- 1. Click **Welcome**, **Guest**, and log in Using your UVM net ld and password.
- 2. Click Create A Reservation.

This will open your **Reservation Templates.** 

3. Click Book Now







## **HOW TO SCHEDULE A TELEHEALTH ROOM**

### Step 1: Rooms

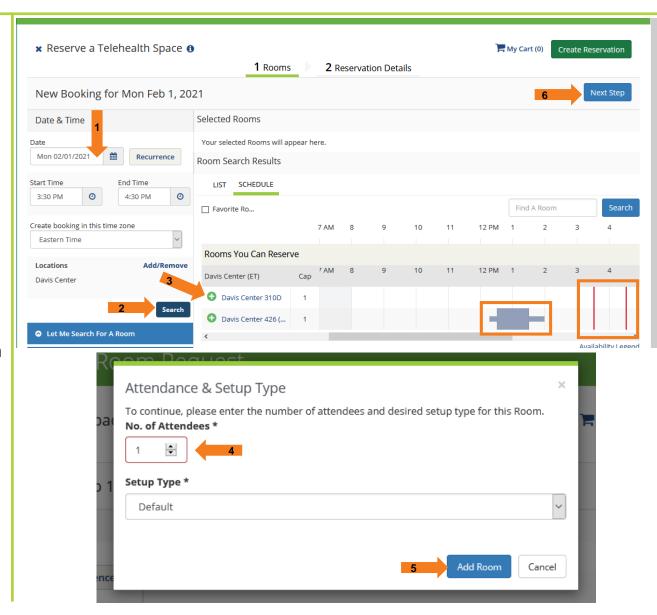
1. Select the **Date**, **Start Time**, and **End Time** that you would like to schedule. \*Note that rooms must be scheduled at least 6 hours in advance.

### 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



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# **HOW TO SCHEDULE A TELEHEALTH ROOM**

## **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 1<sup>st</sup> 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 Telehea	lth Session 🐧	1 Rooms	2 Reservation Details	4 ♥ ⊖ ⊕ <b>8 8</b> ···	My Cart (1) Create Reservation
Reservation Details				• • • • • • • • • • • • • • • • • • • •	
Event Details					
Event Name *	Event Type *	3	Ÿ		
Organization Details					
Organization *  0  1st Contact	•				
1st Contact Phone *	1st Contact Fax				
1st Contact Email Address *					
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