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

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	EMS Portal at UVM Velcome. Guest
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ROWSE	The University of Vermont's EMS Portal
EVENTS	
♀ LOCATIONS	Click below to activate your EMS account or to revisit the EMS training:
INKS	Activate My EMS Portal Account
Classroom Lookup Tool	Click on Locations under Browse to see what space is available.
UVM Dining	cher on Eccations and el provise to see undespace is avaliable.
Catering Guidelines	Within EMS, you can search for available rooms, browse room diagrams, request an indoor, or outdoor space, submit your
Event Planning Tools	catering request, request parking permits, and more.
UVM Tickets	Important Note: This system is for REQUESTING space, and is not a guarantee of availability nor approved use of requested space. You will receive a confirmation email after a staff member has had an opportunity to review your request.
Athletic Facilities	For Virtual Event Support: Need help with a virtual or hybrid event? Our team offers technical support for virtual events. Cost of that
Dudley H. Davis Center	service is \$62/hour and the level of support can vary from producing a Teams Live Event or showing you how to use the existing
Event Services Staff	technology in a room to be able to run a Teams Meeting yourself. Click Here To Request Virtual Event Support
	EVENT INFORMATION
	<u>Gathering sizes</u> : There are no limits or restrictions on the number of individuals being present at events, providing the event has been confirmed by University Event Services.
	<u>Catering</u> : Food is not allowed in indoor academic class settings in which attendance is required or assessed as part of a grade or performance evaluation. Food can be provided at activities, regardless of location, in which in-person attendance is not
	or performance evaluation. Food can be provided at activities, regardless or location, in which in person attendance is not





Davis Center Events dcevents@uvm.edu 802.656.1204 1

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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.

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.



Campus Events campusevents@uvm.edu 802.656.5667



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EVENT SERVICES

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.

Campus Events campusevents@uvm.edu 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
j	Davis Center Events dcevents@uvm.edu

802.656.1204