• Only student organizations that are officially recognized by either Student Government Association or Greek Life are allowed to use EMS to request rooms or events.

• Every club and Greek Life organization can have up to two designated members use EMS on behalf of their organizations. These designated members are called club signers.

• Before the club signer can begin requesting rooms, they must first activate their EMS account.

• To activate your EMS account do the following:
  • Go to: www.uvm.edu/ems
  • Click on the link that says “How to use the EMS Portal”
This will take you to a short PowerPoint presentation.

Watch the PowerPoint and learn how to use EMS.

Once the PowerPoint is over go to the link provided.

Tip: If you are not redirected, check that your ad blocker is turned off and try again. If you are still having problems, try using a different browser.
HOW TO ACTIVATE YOUR EMS ACCOUNT FOR SGA & FSL ORGANIZATIONS

Updated: January 4, 2019

The link will take you to a short quiz.
Fill in your information and answers.
UES will review the results of the quiz.

• If you get 3 or more answers correct your EMS account will be activated.
• If you get 2 or more wrong you will be asked to retake the quiz.
• It usually takes 2-3 business days to activate your account.
• During busy times of the year 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 Porta, email campusevents@uvm.edu or call 802-656-5667.