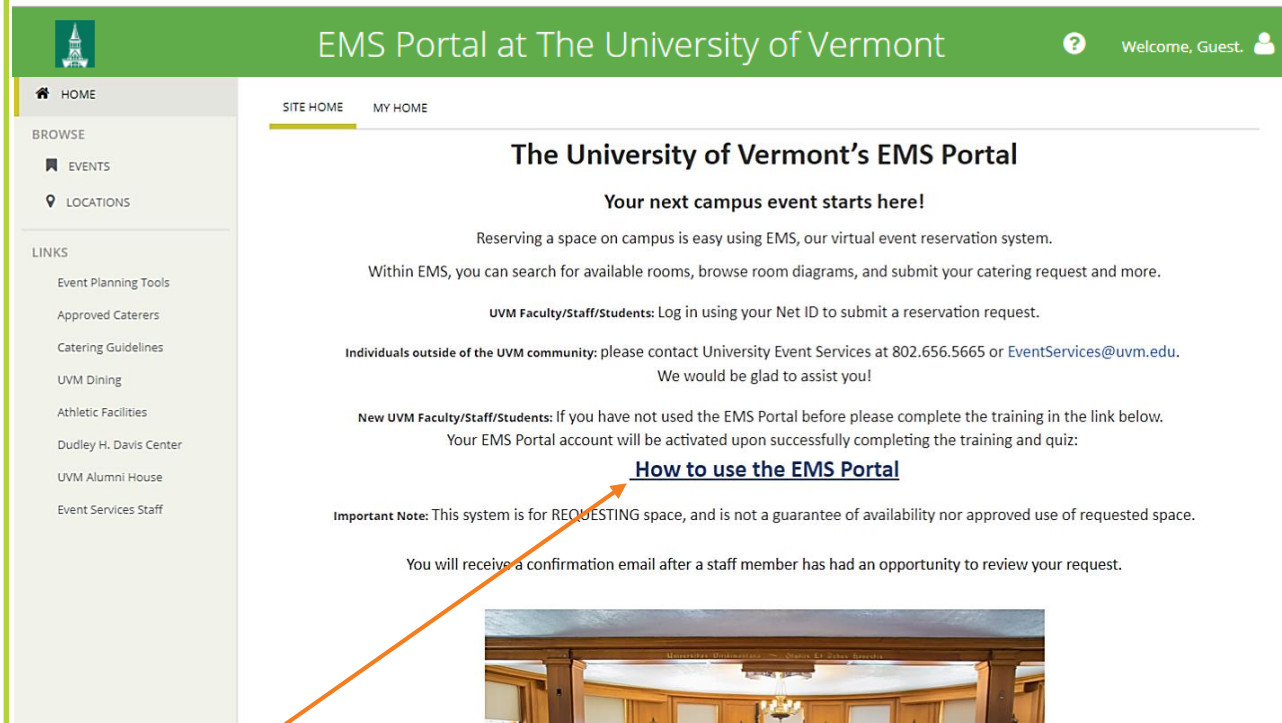


HOW TO ACTIVATE YOUR EMS ACCOUNT FOR SGA & FSL ORGANIZATIONS

Updated January 4, 2019

- 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”



HOW TO ACTIVATE YOUR EMS ACCOUNT FOR SGA & FSL ORGANIZATIONS

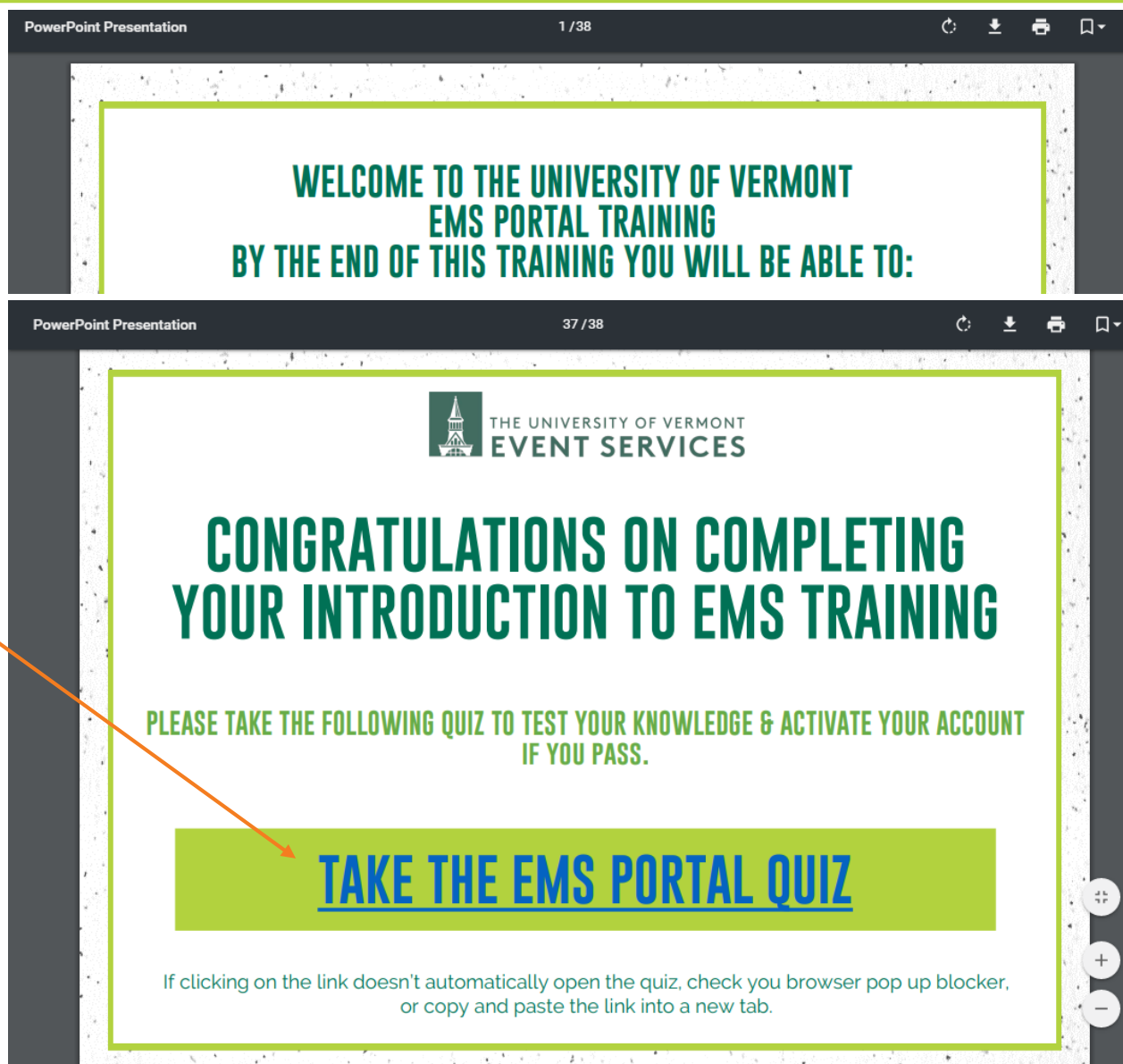
Updated: January 4, 2019

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.

Secure | https://docs.google.com/forms/d/e/1FAIpQLSejQWVs7wq_k_aBOs7gzmLqCZrEbmwf2_5eEbFfp0OEWm2rA/viewform?c=0&w=1

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.