1. First, you will need to create a user account. Go to: https://onlinescheduling.siu.edu/EmsWebApp/
   a. Click on My Home then click on Request an Account.
   b. Fill out all information on the page. Please note, if you want your SIU Network ID and password to be used to login to online scheduling, then you must provide it.
   c. Click Request an Account
   d. You will be contacted for within two business days for account approval.
2. Once your account has been approved, login in to the online scheduling site with your SIU Network ID and password or email as your user ID and the password you created (click on My Home)
3. Once you login, you will be on the main page of the Online Scheduling Request Site. The main page of the Online Scheduling Request Site lists general information about how to view scheduled events, how to schedule, account information and help information. To get back to the main page, you can do so by clicking the “SIU Icon” in the upper left hand corner of the page.
4. Remember, not all spaces in facilities can be reserved online! If the space you are needing is not available, contact that department accordingly.
5. To make a reservation, click on My Home and select the building/area for which you would like to reserve space and click Book Now.
6. Start with the **Date & Time** section:
   a. Under "Date" enter the date of your event
   b. Next, enter the start and end time of your event.
   c. You can set recurring reservations by clicking the “Recurrence” button.
   d. You can search for a room under the **Let Me Search for a Room** section or search for a specific room you want under **I Know What Room I Want**.
   e. Once you have selected a room, click on **Services** to add equipment and instructions, then select **Reservation Details** to add contact and additional event information. You will click **Create Reservation** to finalize your event.

**Confirmation Note:** You will receive a confirmation for the facility you requested space from the appropriate department. For reservations with charges, there may be a requirement of signature by a fiscal officer and/or appropriate organization delegate.

At any point you need assistance with online scheduling, you may also click the blue question mark symbols for help.