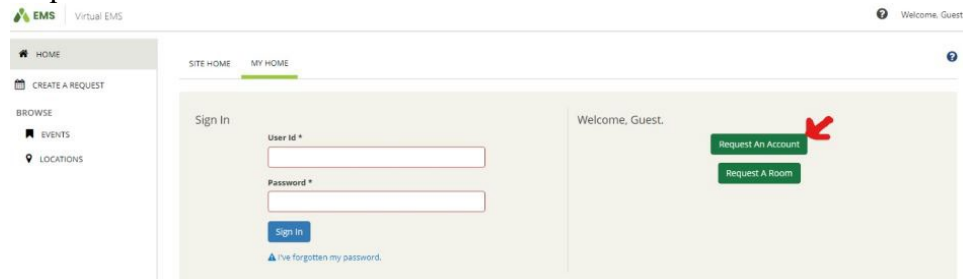


# EMS Web App Login Instructions

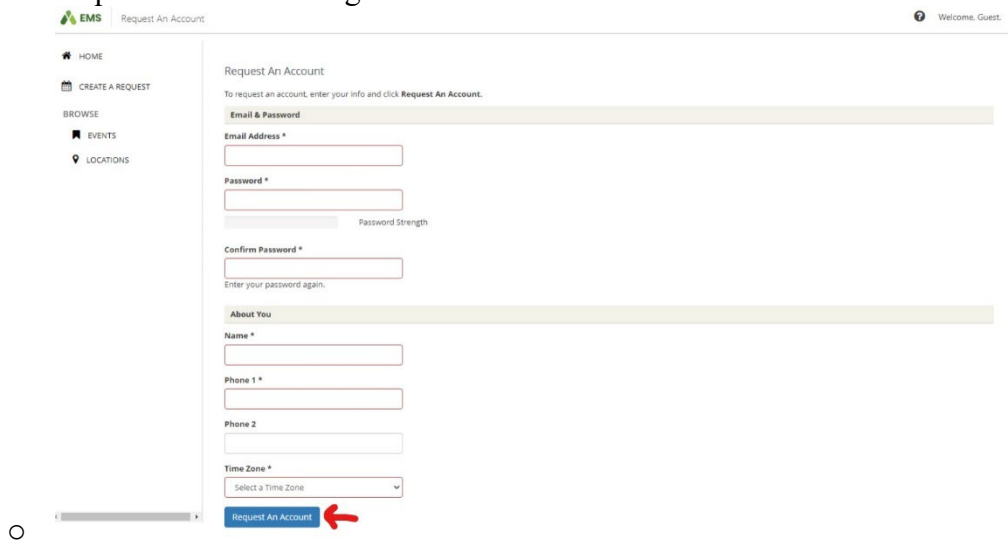
To create a login, go to: <https://washburn.emscloudservice.com/web>

From EMS Web App log in screen,

- Click “Request an Account”



- Complete the required fields
- Click “Request an Account” again



Scheduling will approve and send a notification within three business days.

You can request a room as a guest. These requests must be approved by University Scheduling and you will be notified within 3 business days.

- Click “Create A Request”

EMS | Request An Account Welcome, Guest.

HOME  
**CREATE A REQUEST**  
 BROWSE  
 EVENTS  
 LOCATIONS

**Request An Account**  
 To request an account, enter your info and click **Request An Account**.

**Email & Password**

Email Address \*

Password \*

Confirm Password \*

Enter your password again.

**About You**

Name \*

Phone 1 \*

Phone 2

Time Zone \*

Select a Time Zone

**Request An Account**

- Enter
  - Date
  - Time
  - Set up
  - Attendance

- Click “Search” for options

EMS | Request Form Welcome, Guest.

Room Request Create Request

**New Booking for Mon Apr 25, 2022** Next Step

**Date & Time**

Date \*  
 Mon 04/25/2022 Recurrence

Start Time \*  
 10:30 AM

End Time \*  
 11:30 AM

Setup Type  
 As Is

Attendance  
 5

**Selected Room**  
 Your selected Room will appear here.

**Let Me Search For A Room** Search

Locations Add/Remove  
 (no preference)

**Search**

**I Know What Room I Want**

- Select room choice by clicking the green + circle, then click “Next Step”

EMS Request Form Welcome, Guest.

**Room Request** [Create Request](#)

[Room Search](#) | [Request Details](#)

New Booking for Mon Apr 25, 2022 [Next Step](#)

**Date & Time**

Date \*  
Mon 04/25/2022 Recurrence

Start Time \*  
10:30 AM

End Time \*  
11:30 AM

Setup Type  
As Is

Attendance  
5

Let Me Search For A Room Search

Locations  
(no preference) Add/Remove

I Know What Room I Want

**Selected Room**

Your selected room will appear here.

**Room Search Results**

Room	Available	Location	TZ	Cap	Setup Type
Boswell	1/1	Memorial Union	CT	10	As Is
Cottonwood	1/1	Memorial Union	CT	22	As Is
Crane	1/1	Memorial Union	CT	12	As Is
Lincoln	1/1	Memorial Union	CT	22	As Is

- Complete the required fields and click “Create Request”

EMS Request Form Welcome, Guest.

**Room Request** [Create Request](#)

[Room Search](#) | [Request Details](#)

**Request Details**

**Event Details**

Event Name \*  Event Type \*

**Customer Details**

Customer \*

1st Contact Name \*

Phone \*  Fax

1st Contact Email Address \*

**Additional Information**

Will you be ordering catering for this event? \*

Will you need audio/visual technology? \*

I have read and agree to the [Terms and Conditions](#)

[Create Request](#)

Any further questions contact University Scheduling 785-670-1725, [universitiescheduling@washburn.edu](mailto:universitiescheduling@washburn.edu)