

Using Virtual EMS

The Cecil C. Humphreys School of Law now has access to the Virtual EMS tool to view events and request spaces through the web. This tool is available to all Memphis Law faculty, staff, and students. Requests made through this system will go to [Maria Fuhrmann](#) for approval. The EMS calendar can be found using the link below, and also on the [On Legal Grounds Information Page](#) and on the bottom left side of the [Law School homepage](#).

Logging In

Using your browser, go <https://memphis.emscloudservice.com/web/Default.aspx> and enter your University of Memphis user ID and password on the login screen, and then click “Sign In”.

PLEASE NOTE: YOU MUST MAKE RESERVATIONS USING THE BROWSER ON YOUR DESKTOP. VEMS doesn't work properly in a mobile browser.

HOW TO SCHEDULE AN EVENT USING THE VIRTUAL EMS WEB TOOL

Virtual EMS (vEMS) is used to request event space at the University of Memphis School of Law by internal clients. It is accessible to all Memphis Law faculty, staff, and students.

1. Navigate to <https://memphis.emscloudservice.com/web/Default.aspx>. **Note that vEMS is not compatible with Mozilla/Firefox.** Under the My Home tab, sign in with your Memphis username and password.
2. Click **Create a Reservation** on the left panel. Then, click **“book now”** on the right.
3. Start with the **“Date & Time”** section:
 - a. Under “Date,” click the calendar to select a single date for your event. **Next, enter the event start and end time.** It is important that the actual start and end time is entered. EMS will automatically include at least one hour for setup and teardown.
 - b. Next to “Locations,” click Add/Remove and select the **“Cecil C. Humphreys School of Law.”** This should appear as your selected location.

New Booking for Fri May 29, 2026

Date & Time	Selected Rooms
Date * Fri 05/29/2026 Recurrence	Your selected Rooms will appear here.
Start Time * 7:00 AM	Room Search Results
End Time * 10:00 AM	LIST SCHEDULE
Create booking in this time zone Central Time	<input type="checkbox"/> Favorite Rooms only.
Locations Add/Remove Cecil C. Humphreys School of Law	Rooms You Can Request Cecil C. Humphreys Schoc Cap

4. You should now see a calendar of what rooms are available at what times. Two red lines will appear to show your start and end time. To select a room, **click the green + beside it.**

Rooms You Can Request		3	4	5	6	7 AM	8	9	10
Cecil C. Humphreys Schoc	Cap								
Pre-Summer Final Exams									
	Room 006 Seminar F	14							
	Room 104 - Library M	12							
	Room 127 - Medium	48							
	Room 136 - Wade Al	259							
	Room 204 - Library C	12							
	Room 206 - Seminar	12							
	Room 226	110							
	Room 226	110							
	Room 230 - Boardro	40							
	Room 231 - Small Cl	12							
	Room 233- Small Cla	18							
	Room 244 - Large Cl	110							
	Room 310- Small Mc	44							

5. Fill in the number of expected attendees and **click “existing set.”** Then, click **“add room.”**

i. If you need a different setup, you should still select “Existing Set” and then contact [Maria Fuhrmann](#) if you need a work order to move furniture. *(Hint: you need a work order if the room needs to be rearranged at all).*

4. Your choice(s) will move to the Selected Rooms portion toward the top of the page. Simply click the minus sign (-) to remove the room.

5. Once you have your selected room(s), **click “Next Step”** toward the top of the page to continue.

6. The next step includes adding set up notes to your room reservation request. **Do not add any set up notes to this section of the reservation.**

a. If you need Audio/Visual services for your event email [Andrew Hughes](#) as far in advanced as possible, with a reminder 2 – 3 days before the event. Please be as detailed as possible in your email, and include the day, time, room, and any A/V needs.

b. Inputting A/V services into the EMS system (on the Service for Your Reservation page) will not alert IT of your reservation, so please reach out to IT directly using the email above.

7. The third and final step in the reservation process is the Reservation Details. Fill in each field as necessary.

× Faculty Staff Selections ⓘ

1 Rooms ▶ 2 Services ▶

Reservation Details

Event Details

Event Name *

Event Type *

Client Details

Client *

1st Contact

a. Event Name: Enter a name for your event

i. Use a name that will be descriptive for your event so that people looking at the calendar will know what the event is.

b. Select “Law School Student Activities” as the Event Type

Event Type *

Law School Student Activities

- Banner/Marketing
- Banquet/Meal
- Competition-Academic
- Competition-Athletic
- Conference
- Exhibition
- Film/Movie
- Info Table
- Law School Student Activities**
- Lecture
- Meeting
- Meeting-Private
- Non-Academic Class
- Performance

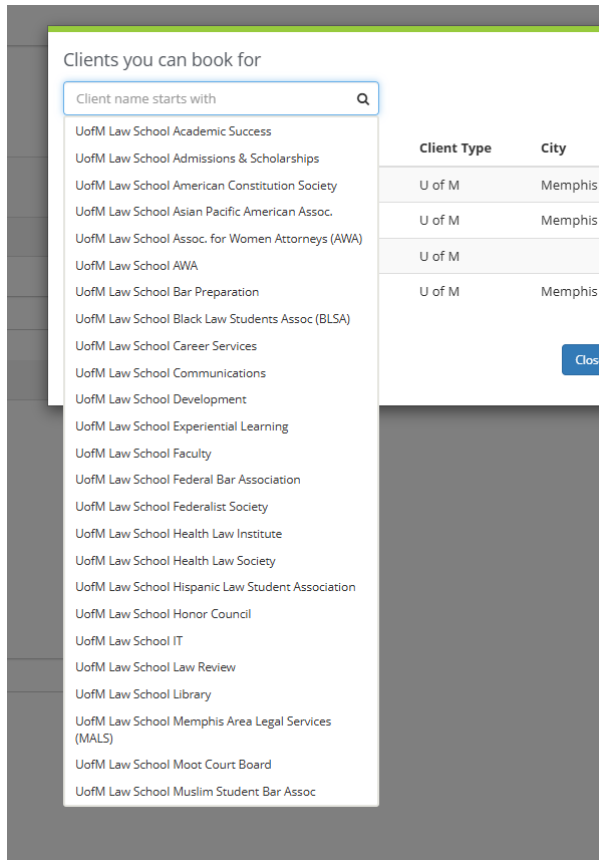
c. Select your student organization name as the Client.

i. You can do this by **clicking the magnifying glass and searching “UofM Law”** to see the list of available law school student organizations.

ii. *If your student organization is not listed, it means you have not completed the RSO registration process in TigerZone.* This is required. **You must complete the full process including designating (and having your invitation accepted) for your advisor and scheduler.** You can find information about registration [here](#).

iii. If your VIP isn't listed from the dropdown or you have more than one VIP attending, select “Other/Multiple” and list them in your event description.

iv. If you have any VIP guests, Maria Fuhrmann needs to be notified immediately.



d. Select a contact in your student organization and fill out the phone number/email information.

i. Whoever is making the reservation should be selected as the First Contact from the dropdown. The Faculty/Staff advisor must be listed as the Second Contact for all Registered Student Organizations.

e. Fill out all other event-specific information.

f. Select **YES** under the option to publish to the Master Calendar unless yours is a private event.

8. When complete, click **“Create Reservation”** in the bottom right corner. After submitting your request, you will receive an email notification of your reservation request. **This is not a confirmation**. Once your booking is approved, you will receive a reservation confirmation email from [Maria Fuhrmann](#).