RESERVE A STUDY ROOM

Reservations for up to 2 hours can be made 4 hours in advance and up to 14 days in advance.

To reserve a room, go to:

- https://vems.cnu.edu/emswebapp/

  OR

  search Virtual Event Management System on the myCNU page
- Sign in with your CNU credentials or create an account with Virtual EMS if that doesn't work.
- Click "Book Now"
- Enter date and time to see what rooms are available then, or you can search for a specific room

  (*if it's less than 4 hours away nothing will show up*)

  Click the + to select the room you want
- Click on "Next Step"
- Event details are filled in by default
- Group details – search for Student Study Group
- Enter contact information
- Click on Create Reservation and your reservation is complete!

Note: You will NOT receive a confirmation email, but you can prove your reservation by signing in to Virtual EMS and showing your "My Events" list.