

BBA Students: Reserving Team Meeting Space in Miller Hall

Team meeting rooms in Miller Hall are specially designed and technologically equipped to facilitate group work, and priority is given to teams and groups over individual study. First floor team rooms on the **Graduate** wing are available exclusively to grad students, and rooms on the **Undergraduate** wing are available exclusively to undergrads. Team meeting rooms on the **Lower Level** are shared by graduate and undergraduate students at all times. Undergrads can reserve the team rooms on the undergrad wing for up to two hours at a time through the EMS system seven days a week between the hours of 6:00 a.m. and 2:00 a.m. Team meeting rooms on the Lower Level are shared by graduate and undergraduate students during these same hours. All rooms may be reserved online up to one week in advance.

To set up an account, go to <http://reservations.wm.edu/VirtualEMS/>

Under **My Account** select **Log in**.

Type in Login Name: CAMPUS\ your wmusername (ex. CAMPUS\yrname)

Password: your campus (myWM) password. Do not make up a new user name or password. The next screen may ask for your W & M email, and other information—you only need to enter your email.

Once you are logged in, go to the “Reservations” tab. Your Reservations menu should include the following choices:

Miller Hall Undergrad Team Rooms (this includes MH 1079, 80, 81, 83)

Miller Hall Team Rooms Lower Level (this includes MH 0002,3,4,5,6,7,8,9,10,11,12,14,16)

Note: If you do NOT see these choices the first time you click on the Reservations tab after logging in, log out and log back in.

To make a reservation, choose one of these menu items. This will take you to a reservation screen, which operates much like an airline reservation site. On the left side of your screen, you will select the date, time, etc. Make sure you pay attention to the AM and PM designations in the time field. Team rooms may be reserved for up to 2 hours. You do not need to specify attendance or set up type—click Find Space, and you should see a list of available rooms. *(If you do NOT see a list of rooms, there are no rooms in that category available at that time; try going back to the Reservations tab and looking for rooms in the other category.)* Click on the green + to select your room and click Continue. Fill in the Event Name using your last name and some other identifier (e.g., Murphy BUAD 300 team). This is what will appear on the screen next to the door of the room. Select the Event Type (Meeting).

The first time you make a reservation, you will need to designate yourself into a group. To do this, click on the **magnifying glass** icon under the Group line to see a menu of options. If the list does not appear, type in “CMASON” and check again for a drop-down menu. You should see a list of different CMASON options; select **CMASON student**. You will only need to designate your group one time. The system will

auto-fill all future reservations with this selection. Note: Some students have had to refresh their session again after this step; do not be alarmed if this happens, just start over and log back in.

Your reservation will automatically be confirmed as soon as you hit Submit Reservation. Changes cannot be made directly by you in EMS. If you make a mistake, please cancel the reservation and start over. If your plans change and you find you do NOT need the room, please go back in and cancel the reservation.

Students can only use EMS to reserve team meeting rooms. To reserve any other space in Miller Hall, please see Rita Murphy in Miller 2051 or Dana Hall at the front desk.

The screenshot shows the 'Virtual EMS - Room Request' web application. The page title is 'WILLIAM & MARY Reservations'. The user is logged in as 'Welcome Rita Murphy' and is viewing 'Miller Hall Undergrad Team Rooms'. The search criteria are as follows:

- Date: 9/23/2010 Mon
- Start Time: 5:00 PM
- End Time: 6:00 PM
- Location: A. B. Miller Hall
- Attendance: 1
- Room Type: (all)

The 'Selected Locations' section is empty, showing 'No rooms currently selected'. Below this, there is a table of available rooms:

Select Reserve	Available	Location	Capacity	Price
<input type="checkbox"/>	1/1	A. B. Miller Hall - Miller Hall - 1080 Student Mtg	7	
<input type="checkbox"/>	1/1	A. B. Miller Hall - Miller Hall - 1081 Student Mtg	7	
<input type="checkbox"/>	1/1	A. B. Miller Hall - Miller Hall - 1083 Student Mtg	7	

The page is powered by EMS. The browser window shows the URL: http://reservations.wm.edu/VirtualEms/RoomRequest.aspx?data=ity3Dem%2byoxGFZTQvNr977hofLKp%2foL. The taskbar at the bottom shows the Start button, several application icons, and the system clock at 12:34 PM.