

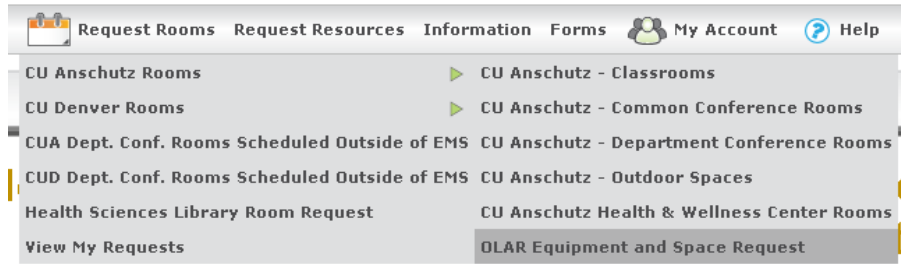
Vivarium Equipment and Space Request

Step 1: Go to Virtual EMS by navigating from Internet Explorer to <https://schedule.ucdenver.edu/VirtualEms/>.

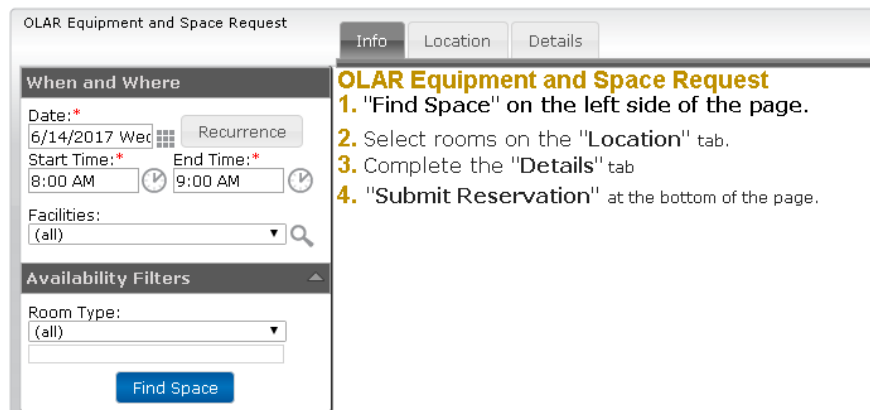
Step 2: Select **My Account>>Log In>>Enter**

Step 3: Enter your university assigned username (Passport ID) and password in the appropriate fields and click **Login**.

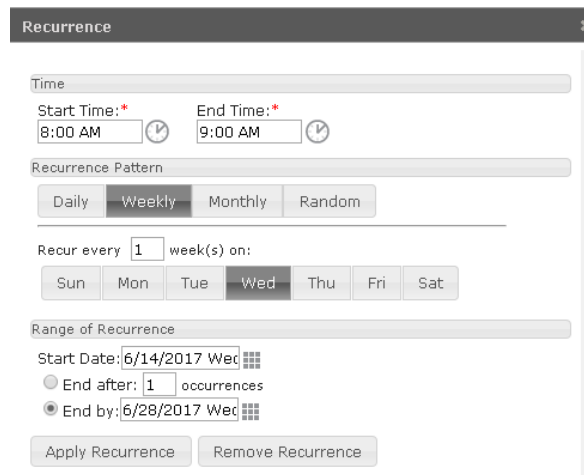
Step 4: Select **Request Rooms, CU Anschutz, OLAR Equipment and Space Request** from the menu:



Step 5: Fill out the date and time information in the **When and Where** box:



If you require space or equipment on a recurring basis, click on the **Recurrence** button, add the date pattern information, and click **Apply Recurrence**:



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Step 6: Select Research 2 or Research 1 North from the **Facilities** drop down menu and select the blue **Find Space** button:

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When and Where

Date: 6/14/2017 Wed Recurrence

Start Time: 8:00 AM End Time: 9:00 AM

Facilities:

- (all)
- (all)
- Buildings**
- OLAR P15 Research 2
- OLAR P18 Research 1 North**
- (all)

Find Space

Step 7: A list of available space and equipment will populate at the right side of the screen. Choose space and/or equipment by selecting the **green plus sign**:

List Grid

Availability			
SELECT	AVAILABLE	LOCATION	CAPACITY
Reserve			
+	1/1	OLAR RC1N: 201B BSC	1
+	1/1	OLAR RC1N: 201C BSC	1
+	1/1	OLAR RC1N: 203A ATS	1
+	1/1	OLAR RC1N: 203B ATS	1
+	1/1	OLAR RC1N: 203C1 BSC	1
+	1/1	OLAR RC1N: 203C2 BSC	1
+	1/1	OLAR RC1N: 204B BSC	1
+	1/1	OLAR RC1N: 204C BSC	1
+	1/1	OLAR RC1N: 204D BSC	1
+	1/1	OLAR RC1N: 204E BSC	1
+	1/1	OLAR RC1N: 204F BSC	1
+	1/1	OLAR RC1N: 403B	1
+	1/1	OLAR RC1N: 409E Aquatics	1
+	1/1	OLAR RC1N: 409E Aquatics #1	1

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If a specific piece of equipment or space does not populate into the list of **Availability**, select the **Grid** tab to view the schedule for all equipment and space:

Room	Cap	7	8	9	10	11	12 P	1	2	3	4	5	6	7	8	9	10
OLAR P18 Research 1 North																	
+ OLAR RC1N: 201B BSC	1																
+ OLAR RC1N: 201C BSC	1																
+ OLAR RC1N: 203A ATS	1																
+ OLAR RC1N: 203B ATS	1																
+ OLAR RC1N: 203C1 BSC	1		test														
+ OLAR RC1N: 203C2 BSC	1																
+ OLAR RC1N: 204B BSC	1																

Step 8: The selected equipment and/or space will move to the top of the screen. Click the yellow **Continue** button at the bottom of the page:

DATE	HOLIDAYS	START	END	LOCATION	STATUS	CONFLICT
6/14/2017 Wed		8:00 AM	9:00 AM	OLAR RC1N: Bead Sterilizer #1	Reserve	
6/14/2017 Wed		8:00 AM	9:00 AM	OLAR RC1N: Suite 5, 410B BSC	Reserve	

Cap	LOCATION	STATUS
1/1	OLAR RC1N: 204B BSC	1
1/1	OLAR RC1N: 204C BSC	1
1/1	OLAR RC1N: 204D BSC	1
1/1	OLAR RC1N: 204E BSC	1
1/1	OLAR RC1N: 204F BSC	1
1/1	OLAR RC1N: 403B	1
1/1	OLAR RC1N: 409E Aquatics	1
1/1	OLAR RC1N: Bead Sterilizer #2	1
1/1	OLAR RC1N: H2O Blanket #1	1
1/1	OLAR RC1N: H2O Blanket #2	1
1/1	OLAR RC1N: H2O Blanket #3	1
1/1	OLAR RC1N: Necropsy	1
1/1	OLAR RC1N: Scale 1 - Rat	1
1/1	OLAR RC1N: Scale 2 - Mouse	1
1/1	OLAR RC1N: Scale 3 - Rat	1
1/1	OLAR RC1N: Scale 6 - Mouse	1
1/1	OLAR RC1N: Suite 1, 433 Bench	1

Step 9: Fill out the information in the **Event Details** section (fields with * are required):

Event Details

Event Name: *

Event Type: * OLAR Equipment Space ▼

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Step 10: In the **Group Details** section, select the *OLAR Research* group from the drop down list, select your name from the 1st contact drop down list, and enter your contact phone number and email address if they do not automatically populate in those fields:

Group Details

Group:*
CUA-CSA-OLAR Research

1st Contact:*
(temporary contact)

Name:*

Phone:* Fax:

Email:*

Step 11: In the **Other Information** section, answer all of the questions, and click the yellow **Submit** button to complete the request:

Other Information

Describe your reservation specifics:*

I understand certification may be required to use specific equipment:*

I understand if I am 15 minutes late or absent for 15 minutes or longer at any time during my reservation, the reservation will be forfeited.:*

I understand if the room is left in a mess, I will be charged a \$50 cleanup fee:*

Please provide your Speed Type number:*

Who is the Principal Investigator?:*

Submit

Please note you may receive a **separate confirmation** for some equipment. Requests for equipment requiring certification will **not** be confirmed automatically. Please review all confirmation details carefully.