

# Reserving The Hub Rooms Through the EMS Website

\*room reservations can only be made up to 48 hours in advance\*

## 1. Log In

Step 1: Go to <https://schedule.ucdenver.edu>.

SITE HOME MY HOME

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### Sign In

Please enter your university username and password

If you've never used this system, you must request an account. Click the "Request An Account" button and complete the form.

If you have login issues, first try a different web browser. There are intermittent login issues with using the Google Chrome web browser but not with the Safari or Firefox web browsers.

I've forgotten my password will only work for local EMS accounts, not CU Denver|Anschutz accounts. For CU Denver|Anschutz account login issues, contact [OIT-SchedulingServices@cuanschutz.edu](mailto:OIT-SchedulingServices@cuanschutz.edu).

User ID \*

  
  

Password \*

  
  

**Sign In**

⚠ I've forgotten my password.

Welcome, Guest.

**Request An Account**

## 2. Reserve a Room

Step 1: Click **CREATE A RESERVATION**, scroll to "CU Anschutz- The Hub or The Hub AHSB", and click **book now**.

HOME

**CREATE A RESERVATION**

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

### My Reservation Templates

CU Anschutz - Classrooms	<b>book now</b>	about
CU Anschutz - Common Conference Spaces	<b>book now</b>	about
CU Anschutz - Department Conference Rooms	<b>book now</b>	about
CU Anschutz - The Hub	<b>book now</b>	about
CU Anschutz Health & Wellness Center Rooms	<b>book now</b>	about



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Step 2: Fill out the **Date & Time** of your meeting, enter any additional search criteria, and click **Search**.

1 Rooms & Attendees ▶ 2 Services

### New Booking for Fri Jun 3, 2022

**Date & Time**

Date \*  
Fri 06/03/2022 **Recurrence**

Start Time \*  
11:00 AM

End Time \*  
12:00 PM

Create booking in this time zone  
Mountain Time

**Locations**  
CU Anschutz **Add/Remove**

**Search**

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

**Attendees**

8 9 10 11 12 PM 1 2

Edman, Kelsey

Find Attendee

**Room Search Results**  
Rooms matching your search criteria will appear here.

Step 3: A list of available rooms meeting your search criteria will populate. Choose the room that meets your needs by selecting the **Add Sign (+)** to the left of the room.

Room Search Results

LIST SCHEDULE

Favorite Rooms only. Find A Room **Search**

Room	Location ^	Floor	TZ	Cap
<b>Rooms You Can Reserve</b>				
L15-1400 Hallway Conference Room	Academic Office 1 (L15)	1st Floor	MT	8
The Hub L15-1500 The Hub Hallway Conference Room	Academic Office 1 (L15)	1st Floor	MT	8
The Hub L15-1503 Office/Telehealth	Academic Office 1 (L15)	1st Floor	MT	1
<b>The Hub L15-1504 Office/Meeting</b>	Academic Office 1 (L15)	1st Floor	MT	2
The Hub L15-1505 Office/Telehealth	Academic Office 1 (L15)	1st Floor	MT	1
The Hub L15-1506 Office/Meeting	Academic Office 1 (L15)	1st Floor	MT	2



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Step 4: Enter the **Number of Attendees** and click **Add Room**.

### Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

**Number of Attendees**

Step 5: The selected room will move to the top of the page. Click **Next Step**.

Selected Rooms Attendance & Setup Type

The Hub L15-1504 Office/Meeting

Edman, Kelsey

Find Attendee

#### Room Search Results

LIST  SCHEDULE

Favorite Rooms only.

Room	Location ^	Floor	TZ	Cap
Rooms You Can Reserve				
<input checked="" type="checkbox"/> L15-1400 Hallway Conference Room	Academic Office 1 (L15)	1st Floor	MT	8
<input checked="" type="checkbox"/> The Hub L15-1500 The Hub Hallway Conference Room	Academic Office 1 (L15)	1st Floor	MT	8
<input checked="" type="checkbox"/> The Hub L15-1503 Office/Telehealth	Academic Office 1 (L15)	1st Floor	MT	1
<input checked="" type="checkbox"/> The Hub L15-1504 Office/Meeting	Academic Office 1 (L15)	1st Floor	MT	2
<input checked="" type="checkbox"/> The Hub L15-1505 Office/Telehealth	Academic Office 1 (L15)	1st Floor	MT	1



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Step 6: In the Services Section click **Next Step**.

▶ 2 Services ▶ 3 Reservation Details

Next Step

Step 7: Fill out the **Event Details** and **Group Details** sections. The **Group** field will auto-populate. Fields bordered in **red** are required.

1 Rooms & Attendees ▶ 2 Services ▶ 3 Reservation Details

Reservation Details

Event Details

Event Name \*

Event Type \* Meeting

Group Details

Group \* CUA-SOM-The Hub

1st Contact (temporary contact)

1st Contact Name \* (temporary contact)

1st Contact Phone \*

1st Contact Fax

1st Contact Email Address \*

2nd Contact (none)

Step 8: Click **Create Reservation**

Create Reservation



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