The Ohio State University Student Life Virtual Scheduling

Username Set Up Quick Reference

1) Go to www.studentlife.osu.edu/vems
2) Go to My Account on the menu bar and click Create an Account
3) Fill out the Personal Information form completely
4) Click Save
5) The screen will look the same, but a note will appear saying your account has been successfully saved and the toolbar will have changed. You will have the ability to make a space request once your account has been approved. This process may take up to 3 business days, and you will be notified by email.

Please Note: Your User ID will be the email address you enter when creating an account.

Please contact Eve Esch (Esch.12@osu.edu) with any questions.

New Ohio Union Request Quick Reference

1) Go to www.studentlife.osu.edu/vems
2) Go to My Account and click Log In
3) Enter User Id (your email address) and password
4) On the menu bar, highlight Reservations and click on General User Request
5) Enter all necessary information on the left side of the screen (Where & When, Set Up Information) and click Find Space
6) Under Availability, click to select the rooms you would like to include in your reservation
7) Under the Details tab, fill in the required fields and click Submit Reservation.
   a. Note, you will need to click the ▼ to find your group. Most are under OUSA.
8) Your Request Summary will appear. If you’d like to print the summary or make changes you can do so from this screen.
9) To exit, highlight My Account and click Log Out

Please note: Your event is not confirmed until it has been reviewed and approved by someone on the Event Services team. A team member will be in contact with you with 3 to 5 business days.

Please contact ohiounionevents@studentlife.osu.edu with any questions.