

# The Ohio State University Student Life Virtual Scheduling


## Quick Reference to Create an Account

- 1) Go to [www.studentlife.osu.edu/vems](http://www.studentlife.osu.edu/vems)
- 2) Go to **My Home** on the menu bar and click **Create An Account**
- 3) Fill out the form completely – email & password, about you, additional information
- 4) Click **Create An Account** to continue
- 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 Jeff Pelletier ([pelletier.12@osu.edu](mailto:pelletier.12@osu.edu)) with any questions.

## Quick Reference to Create a Reservation

- 1) Go to [www.studentlife.osu.edu/vems](http://www.studentlife.osu.edu/vems)
- 2) Go to **My Home**, enter your **User Id** and **Password**, and click **Sign In**
  - a. Your **User Id** is the email address used when creating your account
- 3) On the menu bar, click **Create A Reservation**, then click **book now** for a **General User Request**
- 4) Enter all necessary information on the left side of the screen, then click **Search**
  - a. Date & Time – use **Recurrence** for multiple instances of the same event
  - b. Location – use **Add/Remove** to search specific facilities
  - c. Refine your search by selecting Setup Types and Number of People
- 5) From your search results, click  to select the room(s) you would like to include in your reservation
  - a. If you didn't specify Attendance and Setup Type in your search, you will be prompted to do so before adding the room
- 6) Select **Next Step** to select services for your reservation
  - a. For any catering services, confirm the time, service type, and estimated count
  - b. Use the **custom item** box to include special instructions
- 7) Select **Next Step** to complete reservation details
  - a. Enter Event Details, Client Details, and any Additional Information
- 8) Select **Create Reservation** to complete the reservation process
  - a. You will see a confirmation screen and pop-up message to indicate your reservation has been submitted

**Please note:** Your event is not confirmed until it has been reviewed and approved by the Ohio Union Events team. A team member will be in contact with you within 3-5 business days.

Please contact [ohiounionevents@osu.edu](mailto:ohiounionevents@osu.edu) with any questions.