Quick Reference to Create an Account

1) Go to 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) with any questions.

Quick Reference to Create a Reservation

1) Go to 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 with any questions.