

Reservable Spaces for English Faculty, Staff, Graduate Students, and Lecturers

There are several spaces in our temporary space in Muenzinger for English faculty, graduate students, and lecturers to reserve for office hours and meetings. Office hours can also be held online. These spaces will be reservable through EMS (see below). The available spaces are:

Faculty Offices

- MUEN D148 C
- MUEN D148 G

Graduate Student and Lecturer Cubicles

Note: These cubicles will be shared with graduate students and lecturers in ENGL, HIST, and PHIL.

- MUEN D120 - 60
- MUEN D120 - 61
- MUEN D120 - 62
- MUEN D120 - 63
- MUEN D120 - 64
- MUEN D120 - 65
- MUEN D120 - 66
- MUEN D120 - 67
- MUEN D120 - 68

Conference Room

Note: This conference room will be shared with faculty, staff, graduate students, and lecturers in ENGL, HIST, and PHIL.

- MUEN D140 I – This is a private meeting room.

Mailboxes and Copiers

- Faculty, staff, and graduate mailboxes are in MUEN D110.
- The copier for faculty is in MUEN D110.
- The copier for graduate students and lecturers is in MUEN D120.

Instructions on Scheduling a Space with EMS

[YouTube Demo of EMS](#)

Logging in

Log in with your campus IdentiKey and password.

1. Visit the [CU Boulder EMS page](#).
2. Log in with your campus IdentiKey and password.

Creating a Reservation


1. Click on the Home icon, and then select **My Home** or **Create A Reservation**.
2. Choose a template from the list of reservation templates and click the **Book Now** button.

The English templates are:



- MUEN D140 I Conference Room Reservation
 - MUEN D120 Cubicle Reservation
 - MUEN D148 Offices Reservation - ENGL
3. Enter a date, a start and end time, and click **Search**.
Please book no more than 2 hours per block. Recurrences can be set for the semester if you have regular meetings or office hours. Please remove occurrences you don't end up needing.

Date & Time


Date *

Fri 08/04/2023  [Recurrence](#)


Start Time * End Time *

12:30 PM  1:30 PM 

Create booking in this time zone

Mountain Time 

Locations [Add/Remove](#)








4. Click the green plus-sign icon  to select a room. The display shows the hours of the day across the top of the screen, and the red lines indicate the time period you're searching for.

Room Search Results

LIST SCHEDULE

Favorite Rooms only.

Find A Room

	6 AM	7	8	9	10	11	12 PM	1	2	3
Rooms You Can Reserve										
Muenzinger Offices (MT)	Cap									
 MUEN D120 B Cubic	2									
 MUEN D120 E Cubic	2									
 MUEN D120 F Cubic	2									
 MUEN D120 G Cubic	2									
 MUEN D120 H Cubic	2									
 MUEN D120 I Cubic	2									
 MUEN D120 J Cubic	2									

5. Select **Next Step** or **Reservation Details**.
6. Enter the **Event Name** (your name and office hours or event name) and choose an **Event Type**.

Event Details

Event Name *

Event Type *

7. Complete the **Customer Details**. You can either select your name from the drop-down menu or leave it on Temporary Contact and enter your name in the Contact Name field. Enter your phone number and email address.

Customer Details

Customer *

English

Contact

(temporary contact)

Contact Name *

Bob Smith

Contact Phone * **Contact Fax**

303-555-1234

Contact Email Address *

bob.smith1234@colorado.edu

8. Complete the **Additional Information**. Read and answer yes to both questions.

Additional Information

Online Room Request Submitted.

I agree that my attendees will vacate the room before or at the EVENT End Time. *

YES

Users will replace furniture, clean table and remove all food/catering waste out of the room prior to leaving. *

YES

9. Click **Create Reservation**.

Create Reservation

10. You will receive an automated scheduling confirmation email from engldept@colorado.edu.