# 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.

- o MUEN D120 60
- o MUEN D120 61
- o MUEN D120 62
- o MUEN D120 63
- o MUEN D120 64
- o MUEN D120 65
- o 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.

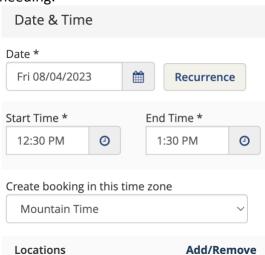
### **Creating a Reservation**

- 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.

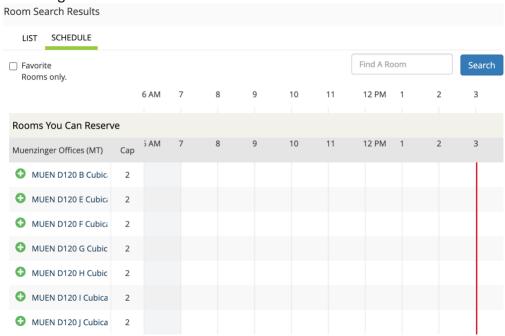
The English templates are:

- 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.



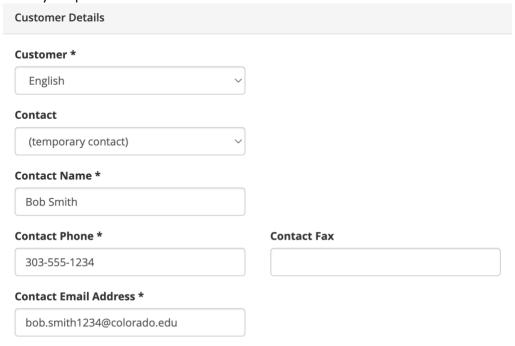
4. Click the green plus-sign icon • to select a room. The display shows the hours of the day across the top of the screen, and the red lines indicate the time period you're searching for.



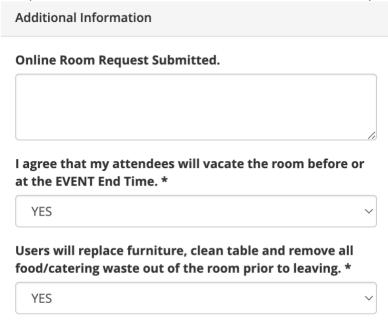
- 5. Select Next Step or Reservation Details.
- 6. Enter the **Event Name** (your name and office hours or event name) and choose an **Event Type.**



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.



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



9. Click Create Reservation.

Create Reservation

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