3 Easy Steps to Virtual EMS

From an ***on-campus computer***, please enter the following web address into your Internet browser to access the **Virtual EMS (VEMS)** web page (instructions for accessing this site off-campus with VPN are below):

https://ems.cc.oberlin.edu/VirtualEMS/

1. Once the Virtual EMS page has opened, place your cursor over the **"Browse"** menu located near the top of the window ("log in" is not required to use this web site).

2. Next, click on **"Browse for Space".**
    - The "Browse for Space" option will create a schedule grid that shows ***all currently scheduled events including setup/teardown times***.

3. When the **"Browse for Space"** window opens, click on the word "Filter" that is located on the upper right side of the web page (beneath "Welcome Guest"). From the filter window, select a date and specific "Facilities - Views" from the list. You do <u>not</u> need to select a Room Type, Floor, or Time Zone.

    - **"Conservatory Performance Venues"** will show the schedules in Warner, Kulas, Stull, Birnbaum, CAT, Finney Chapel, and Fairchild Chapel in one grid.

    - **Conservatory All** will show the halls listed above ***plus*** Conservatory classrooms.

Next, click on the **"Apply"** button at the bottom of the filter box. This will initiate a search and create a schedule matching your date and building criteria.

- Once the schedule grid comes up on the page, you can hover your cursor over an event to view additional information about the event.
- To move forward or back a day, click on the small arrows located in the upper left corner of the web page (beneath the "Browse" tab). To select a new date, return to the Filter and enter the desired date.

To request a classroom or concert hall, please email the office at conpro@oberlin.edu *or call 440-775-8610.

***Virtual EMS can now be accessed from ANYWHERE! If you are trying to access Virtual EMS from off campus, please download the VPN software from CIT first. Once you are connected to VPN, you can access the Virtual EMS site above. VPN can be downloaded from

http://new.oberlin.edu/office/cit/downloads/

For questions, please call Concert Production at (440) 775-8610 or e-mail conpro@oberlin.edu.