ONLINE CENTRAL SCHEDULING SYSTEM
Monmouth University Staff and Faculty Training Sheet

The new EMS scheduling system allows employees to check room availability, schedule meeting space and print confirmations from the same webpage. The software also aids in the creation of an online University calendar accessed through the University’s homepage and available to students, alumni, faculty, staff and our greater community.

Make a Reservation In 4 Easy Steps....

1. If your event requires parking for 30+ off-campus guests, you must secure parking through MUPD first.

2. From the Central Scheduling Webpage (http://www.monmouth.edu/resources/cs/staff.asp), click through to the online Room Request page (http://events.monmouth.edu). Employees login via “My Account” page left. Enter your MU email and password here. Don’t know your password? Enter your employee email address and click “Email me my password.” Your password will be emailed to you. If you receive an error message — call ext. 2199. To change your password, in “My Account”, click on “Edit My Account” where you can edit your personal settings.

3. To check room availability, go to:
   “BROWSE”, if you have a preference to a room: Click on “Browse for Space”. Search on the appropriate date and building; the salmon-colored blocks indicate when the room is NOT available. Once you select a room that appears available, go to the “Requests” header. Click on “Room Request”. Complete and submit the Room Request Form. Go to “My Account” and “Logoff”.
   “REQUESTS”, if you do not have a room preference: Click on the date(s) that you want to hold a meeting, and select a building. The webpage will reload, and the words “Check Availability” will appear under the “Location Information”. The room availability within this building will appear. “1/1” means that the room is available “1 of the 1 times” requested. When booking a series of meetings, “4/5” means that the room is available “4 of the 5” times requested. Once you select a room, complete and “Submit” the Room Request Form. Go to “My Account” and “Logoff”.

4. After submitting the request, allow up to 72 hours for processing and check on the status of your request. Return to http://events.monmouth.edu and login to “My Account”. Under “Requests”, click on “View My Requests” and you can View, check status and print the Room Request.

IMPORTANT! When entering the “Room Request,” be careful to select the appropriate “Event Type”. This function sends information to the online University Calendar. If you do not want the meeting publicized, select “Internal Meeting/Event”. If you do want the meeting publicized, select the appropriate “Event Type.” If there is information you would like to share with your intended audience (links to ticket sales, RSVP web pages), email or call the OCS directly at ext. 2199.

Questions? E-mail: programs@monmouth.edu
Call: ext. 2199.