New Equipment Reservation System Instruction

Office of Sciences-SOP
1. Click on Link [https://portal.texastech.edu/web/hsc/employee](https://portal.texastech.edu/web/hsc/employee)

2. Click on *Event Management System (EMS)*. It may ask you to login. Please use your webraider username and password to login.
3. Following webpage would open. Click on “Create Reservation”.

Note: Any event that occurs after 5 PM on weekdays and requires TechLink support personnel must be scheduled a minimum of 14 days in advance, events occurring on weekends that require TechLink support personnel must be scheduled a minimum of 1 month in advance.

How to create online reservations in Virtual EMS (VEMS)
4. Following webpage would open. Click on “Book now” option of Amarillo SOP Core Equipment Reservation.
5. Following webpage would open. Click on “Add/Remove” option of locations and select “AMARB” and click update locations.
6. Following webpage would open. Select the Date & Time and Instrument you want to reserve. Click on the icon to select the instrument. You can check the available slot for selected date by click on "Schedule". Then click on "Next Step".
7. Fill out the reservation details as below.

**Event Type:** Username_LCMS  
**Client:** AMSOP Core Equipment  
**1st Contact Name, Phone & email address:** User information

Then click on “Create Reservation”.

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**Reservation Details**

- **Event Name:** Dhara-LCMS  
  - **Event Type:** SOP Core Equipment

- **Client:** AMSOP Core Equipment

- **1st Contact Name:** Dhara Patel  
  - **1st Contact Phone:** 606-414-9094
  - **1st Contact Email Address:** dhara.patel@kentucky.edu

- **2nd Contact:**  
  - **2nd Contact Phone:**  
  - **2nd Contact Email Address:**

Additional Information

**Special Equipment/Needs or Instructions:**
8. Click on “**MY EVENTS**” to view your reservations.