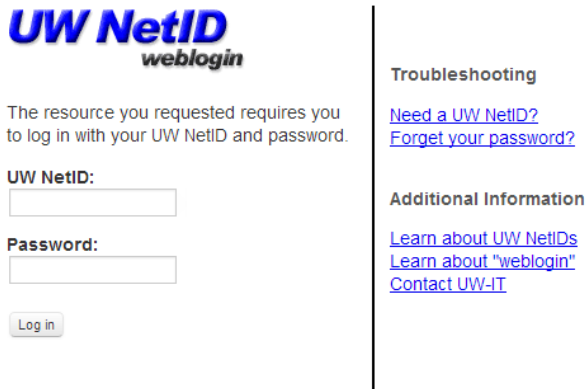


GETTING STARTED WITH EVENT MANAGEMENT SYSTEM (EMS)

Accessing the EMS system

Access EMS here: <https://ems.foster.washington.edu/>

You should see a standard UW NetID weblogin window like this:



Login gives you 8-hour access without repeat login to UW NetID-protected Web resources.

WARNING: Protect your privacy! Prevent unauthorized use!
[Completely exit your Web browser when you are finished.](#)

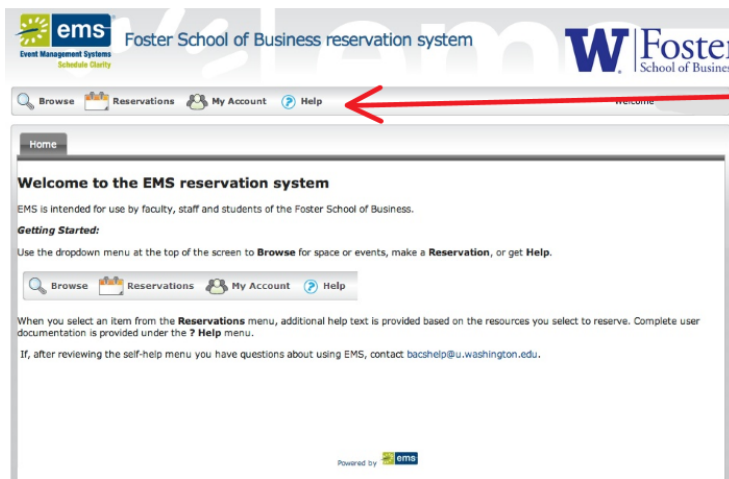
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[PRIVACY](#) | [TERMS](#)

Your UW NetID is the part of your UW email address before the @ symbol. For example, if your UW email address is johnsmith@u.washington.edu, your NetID is **johnsmith**.

If you need a NetID or have forgotten your password, see the **Troubleshooting** links on the right side of the screen.

Using EMS

Once you have entered your NetID and password, you'll be taken to the main menu. It should look similar to the illustration below. Note the 'Help' button is located in the upper-right corner of the browser window. Complete instructions on using EMS are available there.



Get Help here. The help system includes complete directions on how to use EMS.

Other questions?

Please contact BACS Help at bacshelp@u.washington.edu.

Using EMS from your web-enabled mobile device

EMS includes a responsive design for mobile and tablet users. Login as above, and you will be automatically directed to the mobile client. If you prefer the standard interface, click the **Full version** button at the top of your browser screen.

Reservation Procedures for Paccar and Dempsey Halls:

Students can reserve team rooms via EMS up to seven days in advance. Rooms cannot be reserved for more than 2 hours at a time. Recurring reservations are not allowed and will be removed. Students must arrive within 15 minutes of their reservation or their reservation may be cancelled.

Undergraduate students have priority in reserving the following team rooms: 210, 212, 214, 218, 220, 222, 226, 228, 230, 260, 262, 264, 266, 268 and 270 in Paccar Hall (PCAR) as well as 111, 113, 115, 117 and 119 in Dempsey Hall (DMP).

Daytime and Evening MBA students have priority in reserving the following team rooms: 310, 312, 314, 316, 318, 320, 322, 324, 326, 360, 362, 366 and 368 in Paccar Hall.

Other Masters students (MPacc, MSIS, GEMBA, EMBA and TMMBA) share priority in reserving the following team rooms: 210, 212, 310 and 312 in Paccar Hall.

Should scheduling conflicts arise, students will be notified via email if their reservation is moved to another team room.