Using the EMS Web System

EMS is the software used by Lake Superior College to schedule rooms for meetings and events. This document shows the steps needed to reserve a room.

Access the system at https://lsc.scheduling.mnscu.edu/Default.aspx. This link is on the Employee Portal main page titled Events Calendar – Schedule a Room.

Login into EMS with your Star Id and you will come to this page. Click on Room Request/Schedule a Meeting under the Reservation menu tab.
On the left, enter the meeting date, start time, end time, estimated number of attendees, and room setup type. If this request is for multiple occurrences on a regular schedule, click on the recurrence button. Enter the recurrence pattern. If the event has multiple meetings but they are not in a recurring pattern, see below. Click on Find Space and it will return a list of open rooms on the right.
Choose the room you want by clicking on the icon to the left of the room number.

Halt

Before you click on the Continue button -- If the event has multiple meetings and they are not recurring pattern, enter the next date and time information and click on Find Space again. You will get a list of rooms available for this date and time. Choose the room you want. You will see the second request list above the room list as shown above.

Do not list each meeting as a separate reservation or you greatly increase the administrative work and confirmation process.
When all requests are entered, click on the Continue button and enter the Event Name, type, and contact information.

Press Submit.

Please note: Retaining your room reservation confirmation email is required. In the event of a scheduling discrepancy, the confirmation number will be needed.