Requesting a General Assignment Classroom

Go to UW-Stout Logins Page (http://www.uwstout.edu/uwstout-logins.cfm) and choose ‘EMS Scheduling.’

Navigate to Stout Logins

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   ![Image of UW-Stout Logins Page]

   In the new window, select ‘My Account’ and choose ‘Log in’

   ![Image of EMS Scheduling login page]

Select ‘My Account’ and choose ‘log in’
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Login using your Stout Credentials

Select ‘Reservations’ and then Choose ‘Academic Classroom Reservations’
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Enter the Information as shown below and select ‘Find Space’

Select ‘+’ on the space you would like to request.

Then Select ‘Continue’ at the bottom of the page (scroll down)
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Enter Event and Customer Details and Select ‘Submit’

Your Reservation Details Appear. You will receive an email when the request has been approved (or denied)