



## EMS Web App Account Request Instructions

1. Visit: [Our Website](#)
2. Click “**Welcome Guest**” in the upper right-hand corner of the webpage
3. Click “**Sign In**”
4. Choose “**Request An account**” in the green button on the right side
5. Fill out the required information field using your official UCLA email or personal email
6. Click: “**Request An Account**” at the bottom of the page

### Types of Accounts:

- **ASUCLA Department**– event organizer has an [asucla.ucla.edu](mailto:asucla.ucla.edu) email address and is associated with an ASUCLA department
- **Registered Student Organization (RCO)** – organization must be registered with the SOLE office and you must be listed as a current signatory.
- **Student Government Organization**– organizations under the umbrella of USAC or GSA
- **University Department** – event organizer has a [ucla.edu](mailto:ucla.edu) email address and is associated with a university department other than ASUCLA

\***Off-Campus Client** – any off campus client interested in reserving venues from ASUCLA should email the reservationist staff [reserve@asucla.ucla.edu](mailto:reserve@asucla.ucla.edu), as these accounts are not granted to off campus entities

It may take up to 2-3 business days for your account to be approved. Once your account is approved you can start searching for availability for your next event or meeting and request the reservation be made.

If you have any questions please contact our office. You can reach us via phone at (310)-206-0832 or via email at [reserve@asucla.ucla.edu](mailto:reserve@asucla.ucla.edu).