About **EMS**: As of July 2019, EMS is the University’s space scheduling and event management system.

The **EMS Web App** is used to:

- Discover which locations may be available for request on a particular date and time
- To request spaces
- To keep track of your reservations and requests.

*Please note: spaces available for view in EMS may initially be limited as we onboard the new system.*

**About Templates in the EMS Web App:**

- **EMS Templates** function essentially as folders containing requestable spaces.
- Once logged in, you will see **Templates** containing requestable spaces available to you.
- Click **book now** to access the **Template**

As of July 2019, the **Requestable Spaces Template** includes Registrar spaces and some event spaces.

**Space Not Listed** should only be used for spaces *NOT* contained in the **Requestable Spaces Template**

You may also see a **Template** specific to your department spaces.

**Signing Onto the EMS Web App:**

- Visit [https://scheduling.princeton.edu](https://scheduling.princeton.edu)
- Click “Welcome, Guest” message in the top right corner of the screen and then click “Sign In.”
- The EMS Web App uses CAS authentication. Please use your NetId and Password to sign in.