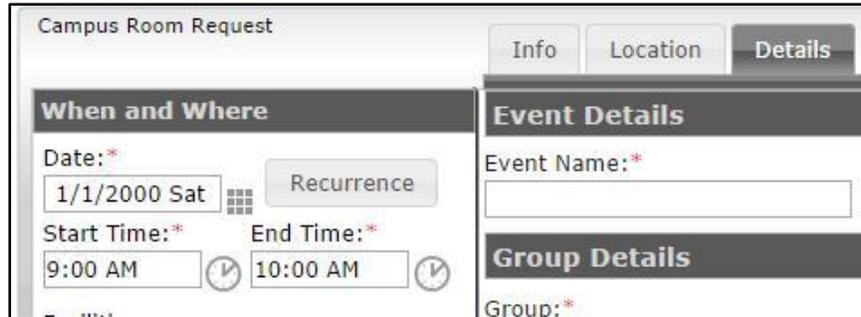


Assigning Department to User Profile in Virtual EMS

If you find that you are not assigned to the correct department when filling out a reservation for a room, please follow the following steps to fix it.

Once you have filled out the necessary information in **Info** & **Location**, proceed forward to the "Details" tab.



Campus Room Request

Info Location **Details**

When and Where

Date: *
1/1/2000 Sat Recurrence

Start Time: * 9:00 AM End Time: * 10:00 AM

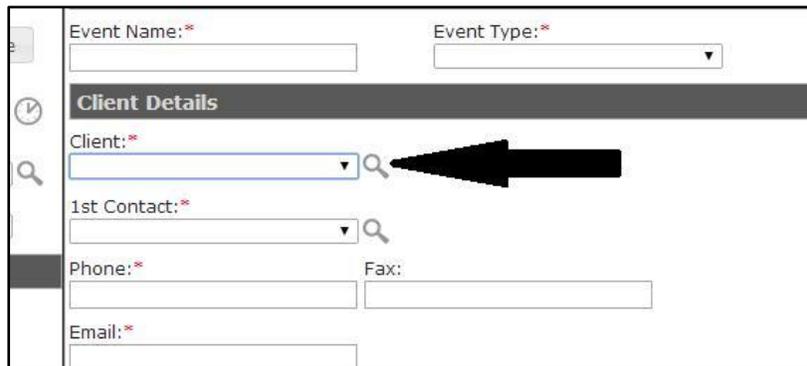
Event Details

Event Name: *

Group Details

Group: *

Please click on the magnifying glass next to the box.



Event Name: * Event Type: *

Client Details

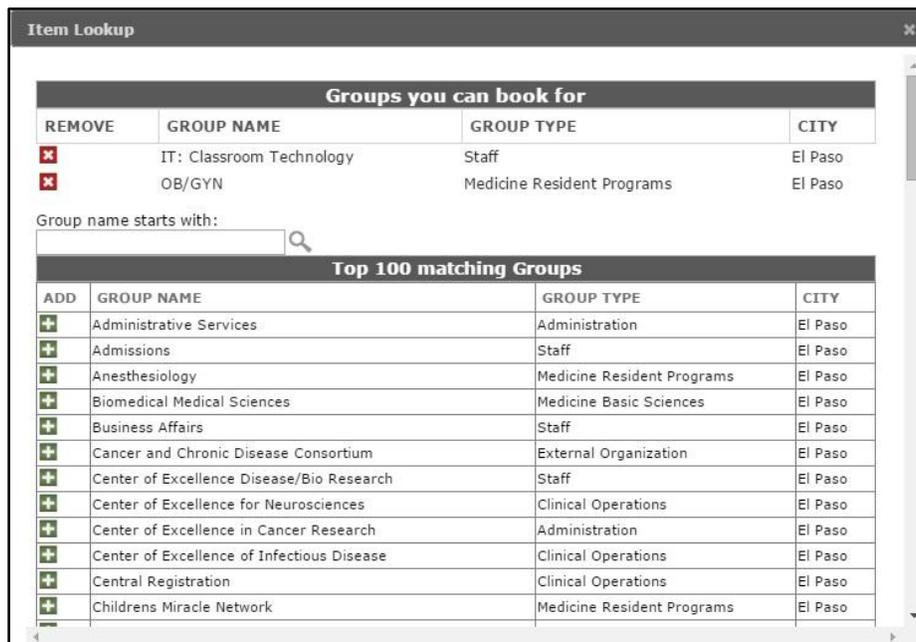
Client: * [dropdown] 🔍

1st Contact: * [dropdown] 🔍

Phone: * Fax:

Email: *

The ITEM LOOKUP box will appear.



Item Lookup

Groups you can book for

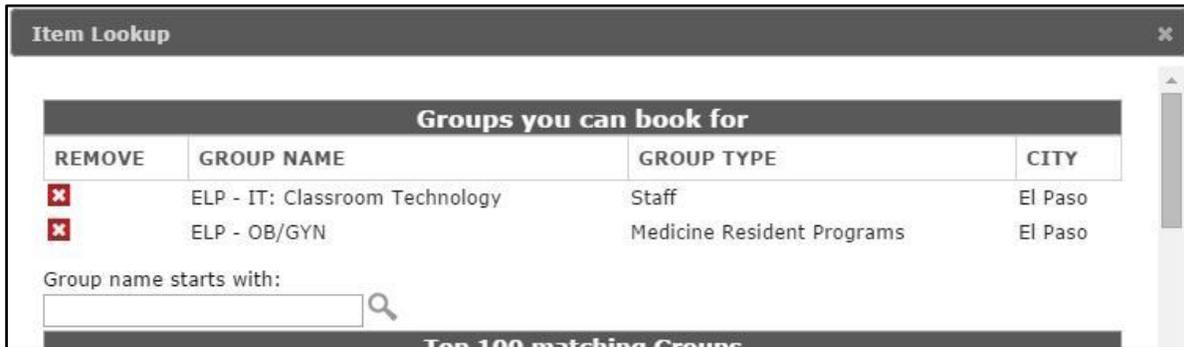
REMOVE	GROUP NAME	GROUP TYPE	CITY
✖	IT: Classroom Technology	Staff	El Paso
✖	OB/GYN	Medicine Resident Programs	El Paso

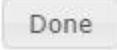
Group name starts with: [input] 🔍

Top 100 matching Groups

ADD	GROUP NAME	GROUP TYPE	CITY
+	Administrative Services	Administration	El Paso
+	Admissions	Staff	El Paso
+	Anesthesiology	Medicine Resident Programs	El Paso
+	Biomedical Medical Sciences	Medicine Basic Sciences	El Paso
+	Business Affairs	Staff	El Paso
+	Cancer and Chronic Disease Consortium	External Organization	El Paso
+	Center of Excellence Disease/Bio Research	Staff	El Paso
+	Center of Excellence for Neurosciences	Clinical Operations	El Paso
+	Center of Excellence in Cancer Research	Administration	El Paso
+	Center of Excellence of Infectious Disease	Clinical Operations	El Paso
+	Central Registration	Clinical Operations	El Paso
+	Childrens Miracle Network	Medicine Resident Programs	El Paso

Once the desired department comes up, select the green plus  under “ADD”.
Once selected, it will show up on the top.



Scroll to the bottom of ITEM LOOKUP box, then select  OR select the  on the right top corner.



In the “Group” box, click on the down arrow and the newly selected department will appear.



In 1st contact field, select either “(temporary contact)” or whatever name is needed.

The image shows a web form titled "Client Details" with several input fields and a dropdown menu. The fields are: "Client:" with a dropdown menu showing "ELP - Ob/Gyn"; "1st Contact:" with a dropdown menu showing "Mary Ramirez"; "Phone:" and "Fax:" with empty text boxes; and "Email:" with a text box containing "mary.ramirez@ttuhsc.edu". To the right, a dropdown menu is open, displaying a list of names: "(temporary contact)", "Albert Delgado", "Antonio De la Rosa", "Bea", "Blanca Macho", "Christina Melendez", "Christine Pillado", "Claudia Esparza", "ELP - Ob/Gyn", "Irene G. Jimenez", "Irma Bejar", "K. Michelle Garcia", "Lizabeth Berkeley", "Maribel Ramirez", "Marina Purcell", "Marta Rodriguez", "Mary Ramirez" (highlighted in blue), "Nena Lujan", "Rebecca Aranda", and "Sylvia Alderete".

If your name is not on the list, please select “(temporary contact)”. Please fill in all fields marked w/ *

If you continue to have issues or are unable to complete the steps, please contact:

[Classroom Technology](#)

(915) 215-4078