# Request An Account –
# Logging In –
# Setting Up Favorite Rooms(Optional) –
# Logging Out

# Request An Account
## (If you do not already have one (active or inactive))
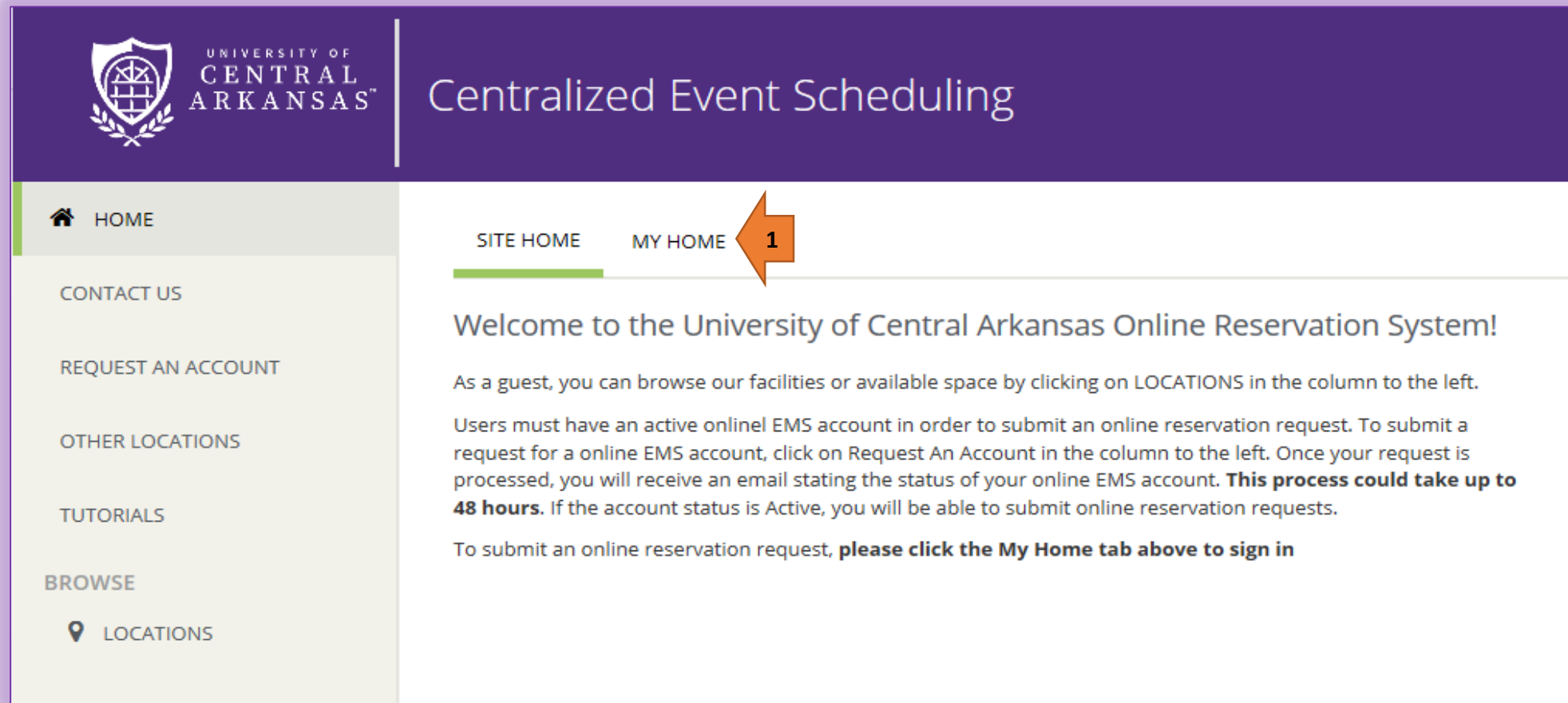


1. You can access the **Centralized Event Scheduling** App:
   (a) Through any standard Internet browser at https://schedule.uca.edu/EmsWebApp/.
   (b) Through the UCA website. Open **uca.edu**, put your courser over **About v**, under Visit UCA click on **Reservations**.
   (c) Through your **myUCA** account under **Event Scheduling**.
2. *If you do not already have an account (active or inactive).* Click on **Request An Account.** Complete all required boxes and click on the **Request An Account** button to submit your request.
3. The program will confirm that **We've Received Your Request.** You will also receive an email confirming that your request has been received. Your request will be processed during our business hours. You will receive an additional email as soon as the request has been

**1.** The Centralized Event Scheduling App opens on the **SITE HOME** tab.
   Click on the **MY HOME** tab.

**2.** In the **Email address** box, enter the email address associated with your online Centralized Event Scheduling account.

**3.** In the **Password** box, enter the password for your online Centralized Event Scheduling account.

**4.** Then click **Sign In**.

**5.** If you have forgotten your password. Send an email to ucacs@uca.edu and request a temporary password.

**1.** After logging in. Click on the arrow next to your name.
**2.** Then click on **My Account.**

**3.** Click on **My Favorite Rooms** tab.
**4.** Click on **Filter By Location** button.

**5.** Check the building/s that you want to include in your room search.
**6.** Click on **Update Locations** button.

7. Click in the **Find by room name** search box and type (at least 3 characters) of any part of the room name (room number, room type etc.). As you are typing in the search box it will show any rooms found (In the building/s you selected in step 4) with those same characters.
8. Click on the room that you want to add to **Your Saved Favorite Rooms** list. Continue these steps until you have added all the rooms you would like to add to **Your Favorite Rooms** list.

9. The rooms that have been successfully saved as your favorites, are listed here.

# Logging Out



**1.** Click on the drop down arrow next to your name.
**2.** Click on **Sign Out.**