

UNT UNION ONLINE RESERVATIONS

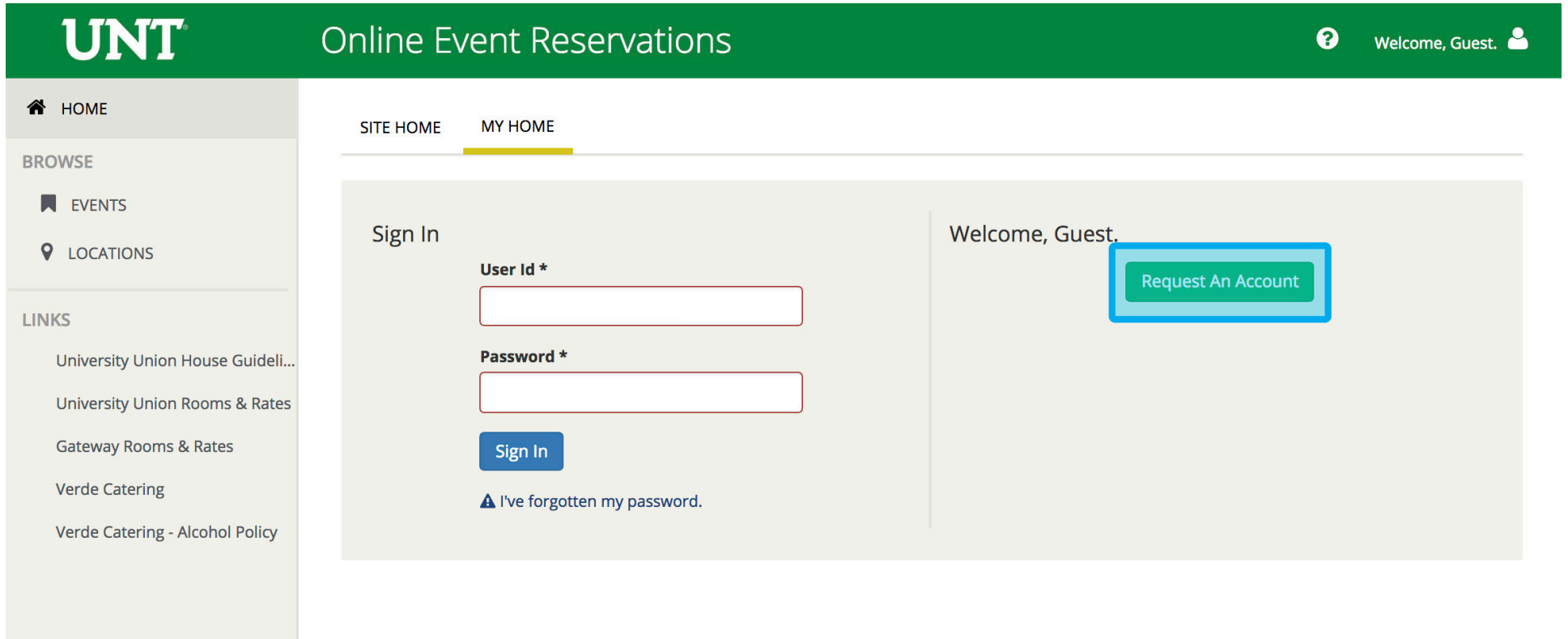
GUIDE TO CREATING AN ACCOUNT IN EMS

A: Request an Account

B: Complete the Form

A: REQUEST AN ACCOUNT

Once you're on the *Online Event Reservation* homepage, click [REQUEST AN ACCOUNT](#) on the right side of the screen.



The screenshot displays the UNT Online Event Reservations homepage. The top navigation bar is green with the UNT logo on the left, the text 'Online Event Reservations' in the center, and a user profile icon with the text 'Welcome, Guest.' on the right. Below the navigation bar, there is a sidebar on the left with sections for 'HOME', 'BROWSE' (containing 'EVENTS' and 'LOCATIONS'), and 'LINKS' (containing several links related to University Union House guidelines, rooms & rates, gateway rooms & rates, Verde Catering, and an alcohol policy). The main content area has two tabs: 'SITE HOME' and 'MY HOME', with 'MY HOME' selected. The 'MY HOME' tab contains a 'Sign In' section with input fields for 'User Id *' and 'Password *', a 'Sign In' button, and a link for 'I've forgotten my password.'. To the right of the 'Sign In' section, there is a 'Welcome, Guest.' message and a prominent green button labeled 'Request An Account' which is highlighted with a blue border.

A2: COMPLETE THE FORM

Complete the form. Be sure to use a UNT affiliated email. Anything that has an asterisk next to it is required information. When selecting a password, please use a temporary one. When your account has been verified by us you will sign-in using the password that is already associated with your EUID.

Under *Additional Information* (below) please list the full name of your department and your UNT EUID (ie. abc0101). Click [REQUEST AN ACCOUNT](#) to finish.

You will receive an email stating that your account request is submitted and is being processed. It may take 1 to 2 business days for your account to be completed and verified. Once verified, you will receive additional information with resources and links to assist with the reservation process.

Return to the *Online Event Reservation* homepage and sign-in using your EUID and the associated password.

UNT Request An Account ? Welcome, Guest.

Request An Account

To request an account, enter your info and click **Request An Account**.

Email & Password

Email Address *

Password *

Password Strength

Confirm Password *

Enter your password again.

About You

Name *

Phone 1 *

Phone 2

Time Zone *

Select a Time Zone

Additional Information

Please list the full name of the department you are making reservations for *

Please list your EUID below for sign on capabilities *

Request An Account