

## Virtual EMS Account Creation Form

In order to use the online space request system, you must have a virtual EMS account. Please fill out the form below and email it to the address below. Once your account has been created, an email will be sent to you with your account name and password.

Note for Registered Campus Organizations: You will need to complete the COOL Orientation prior to requesting a vEMS account.

### Account Information

*\* Required information*

First Name\*: \_\_\_\_\_

Last Name\*: \_\_\_\_\_

Name of Department or Campus Organization\*:  
\_\_\_\_\_

Phone Number\*: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### RCO Student Information

*Additional information needed for student organization requests*

Student ID #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**EMAIL**

to [reserver@uci.edu](mailto:reserver@uci.edu)\*

\* If the button does not launch your email program, please save this PDF document and attach it to an email with [reserver@uci.edu](mailto:reserver@uci.edu) as the recipient and the subject line as "Virtual EMS Account Creation Request."