Reservable Spaces for English Graduate Students & Lecturers + Conference Rooms

Hellems has couple of large common rooms on the third floor for graduate students and lecturers. There are also several spaces in Hellems for graduate students and lecturers to reserve for office hours and meetings. Office hours can also be held online. These spaces will be reservable through EMS (see below). The available spaces are:

Graduate Student and Lecturer Offices

Note: These cubicles will be shared with graduate students and lecturers in all departments in Hellems (ENGL, HIST, PHIL, ALTEC, and HUMN).

- HLMS N131 Focus Room 2 seats
- HLMS N154A Study Room 4 seats
- HLMS N163 Study Room 4 seats
- HLMS N165 Study Room 4 seats
- HLMS N255 Study Room 4 seats
- HLMS N324 Dilts Reading Room 2 seats
- HLMS N326 Bertram Morris Reading Room 2 seats
- HLMS N340 Hazel Barnes Reading Room 2 seats
- HLMS N342 Focus Room 2 seats
- HLMS N343 Study Room 4 seats
- HLMS N344 Focus Room 2 seats
- HLMS W160 Focus Room 1 seat
- HLMS W1B60 Focus Room 1 seat
- HLMS W260 Focus Room 1 seat

Conference Rooms

Note: The conference rooms will be shared with in all members of the departments in Hellems (ENGL, HIST, PHIL, ALTEC, and HUMN). Please do not book office hours in the conference rooms. Those are for meetings only.

- HLMS N114 Faculty Reading Room 12 seats
- HLMS N150 Conference Room 16 seats
- HLMS N250 Ideation Room 14 seats
- HLMS N253 Multipurpose Room 32 seats
- HLMS N357 Conference Room 7 seats
- HLMS N380 Conference Room 33 seats

Mailboxes and Copiers

- Faculty and staff mailboxes are in HLMS W1B08.
- Graduate student and lecturer mailboxes are in HLMS N356
- The copier for faculty is in HLMS N219.
- The copier for graduate students and lecturers is in HLMS N362.

Instructions on Scheduling a Space with EMS

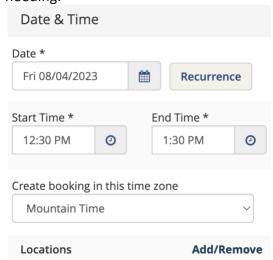
YouTube Demo of EMS

Logging in

- 1. Visit the CU Boulder EMS page.
- 2. Log in with your campus IdentiKey and password.
- 3. If you have trouble logging in, please email umc-emsstudent@colorado.edu.

Creating a Reservation

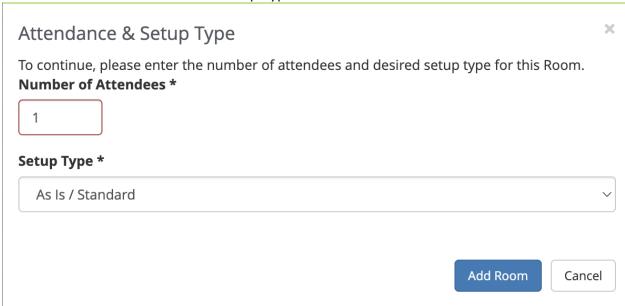
- 1. Click on the Home icon, and then select **My Home** or **Create A Reservation**.
- Choose a template from the list of reservation templates and click the Book Now button. The reservable rooms are under the Hellems Room Scheduling Faculty_Staff template.
- Enter a date, a start and end time, and click Search.
 Please book no more than 2 hours per block. Recurrences can be set for the semester if you have regular meetings or office hours. Please remove occurrences you don't end up needing.



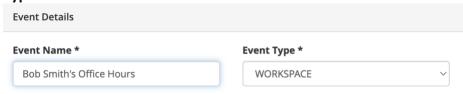
4. Click the green plus-sign icon •• to select a room. The display shows the hours of the day across the top of the screen, and the red lines indicate the time period you're searching for.

Rooms You Can Reserve												
Hellems (MT)	Cap	5 AM	6	7	8	9	10	11	12 PM	1	2	3
HLMS N380 Confere	33											
HLMS N357 Confere	7											
HLMS N150 Confere	16											
HLMS N114 Faculty F	12											
HLMS N131 Focus Ro	2											
HLMS N154A Study F	4											
HLMS N163 Study Rc	4											
HLMS N165 Study Rc	4											
HLMS N250 Ideation	14											
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HLMS N255 Study Rc	4											
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HLMS N326 Bertram	2											
HI MS N340 Hazel Ba	2											

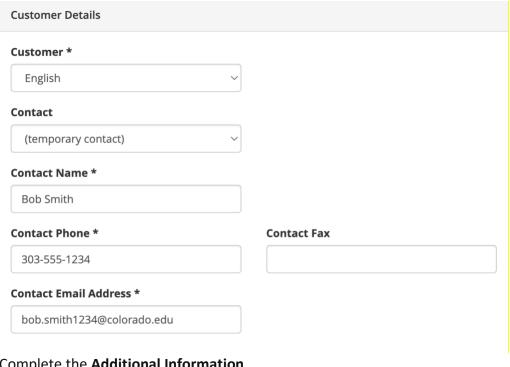
5. Enter the Attendance and Setup Type and click Add Room.



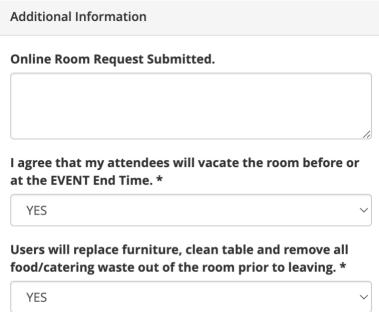
- 6. Select **Next Step** near the top right of the screen.
- 7. Enter the **Event Name** (your name and office hours or event name) and choose an **Event Type.**



8. Complete the **Customer Details**. You can either select your name from the drop-down menu or leave it on Temporary Contact and enter your name in the Contact Name field. Enter your phone number and email address.



9. Complete the Additional Information.



10. Click Create Reservation.

Create Reservation

11. You will receive an automated scheduling confirmation email from engldept@colorado.edu.