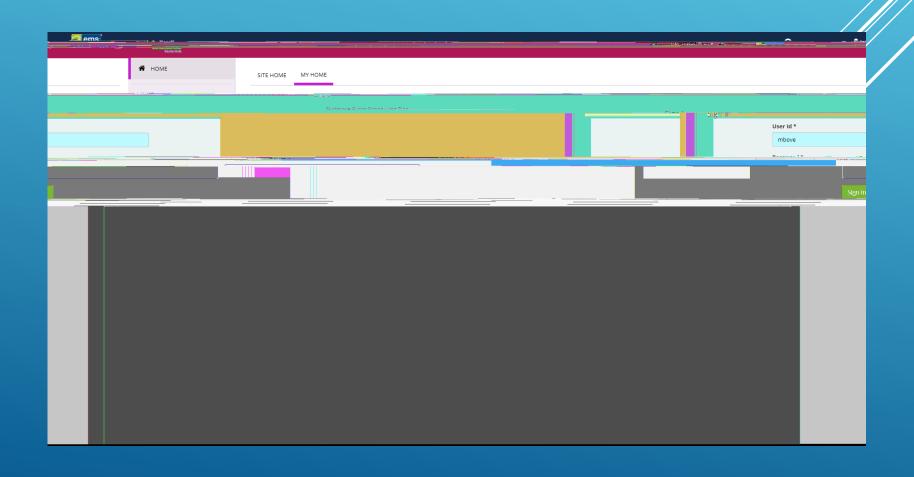
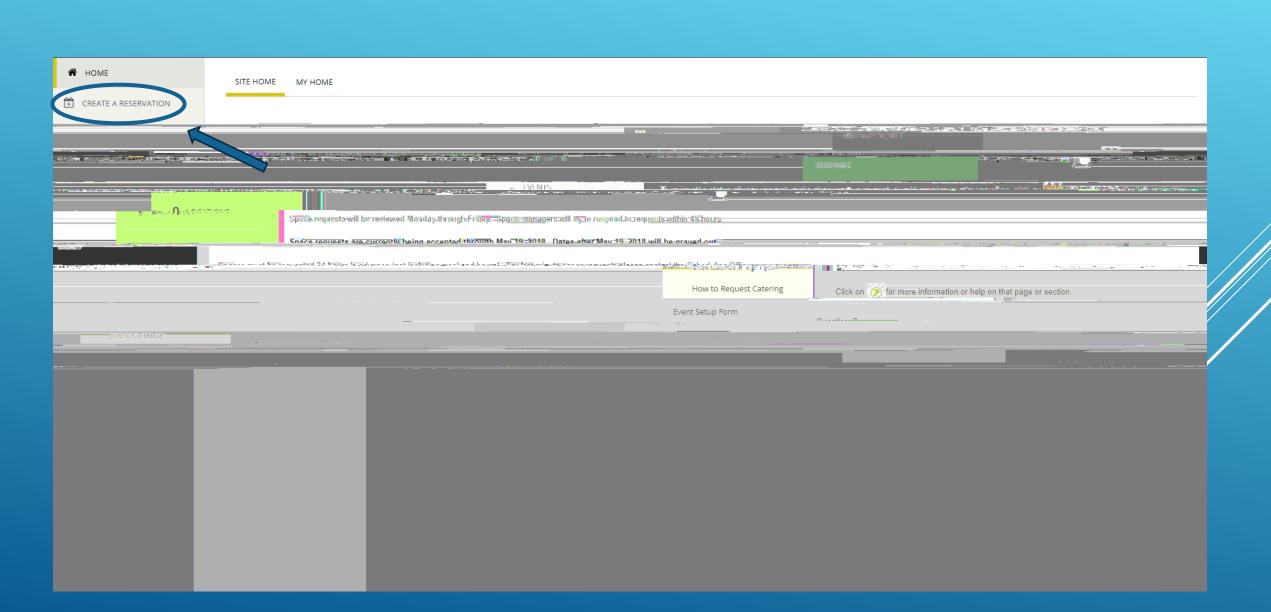
HOW TO REQUESTMEDIA SERVICES USING EMS

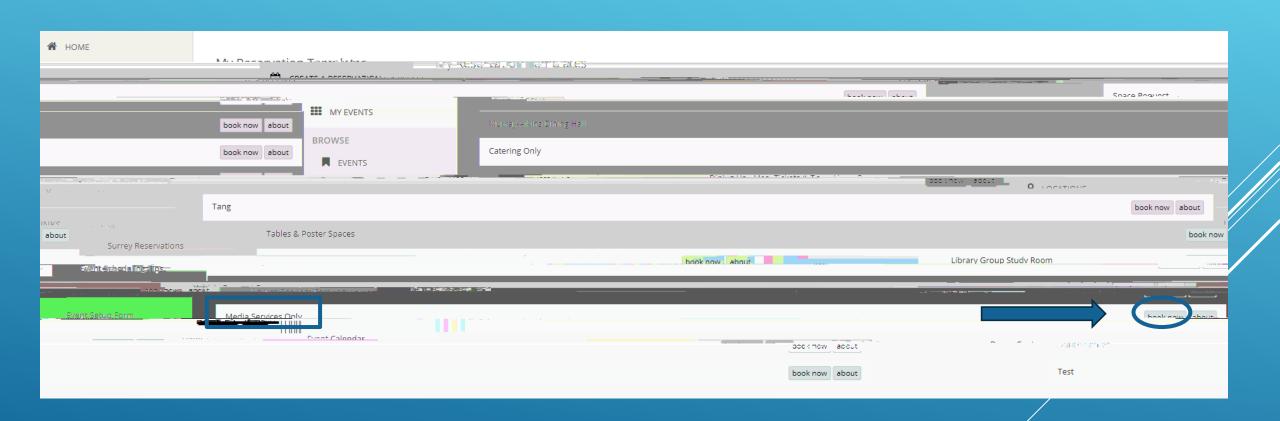
This template is used for <u>picking up</u> equipment at Media Services OR for equipment that is needed at a location that is not available to schedule in EMS. (private office etc.)

Log into EMS

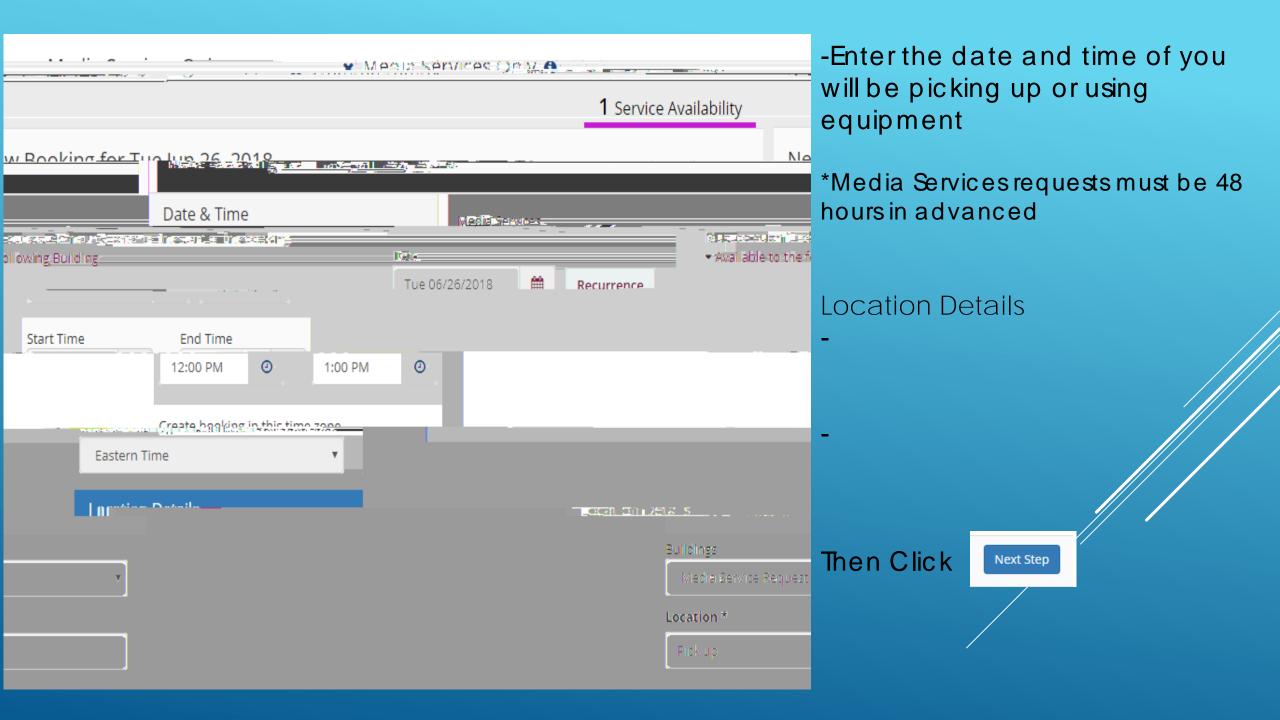
Log in using your Skidmore user name and password



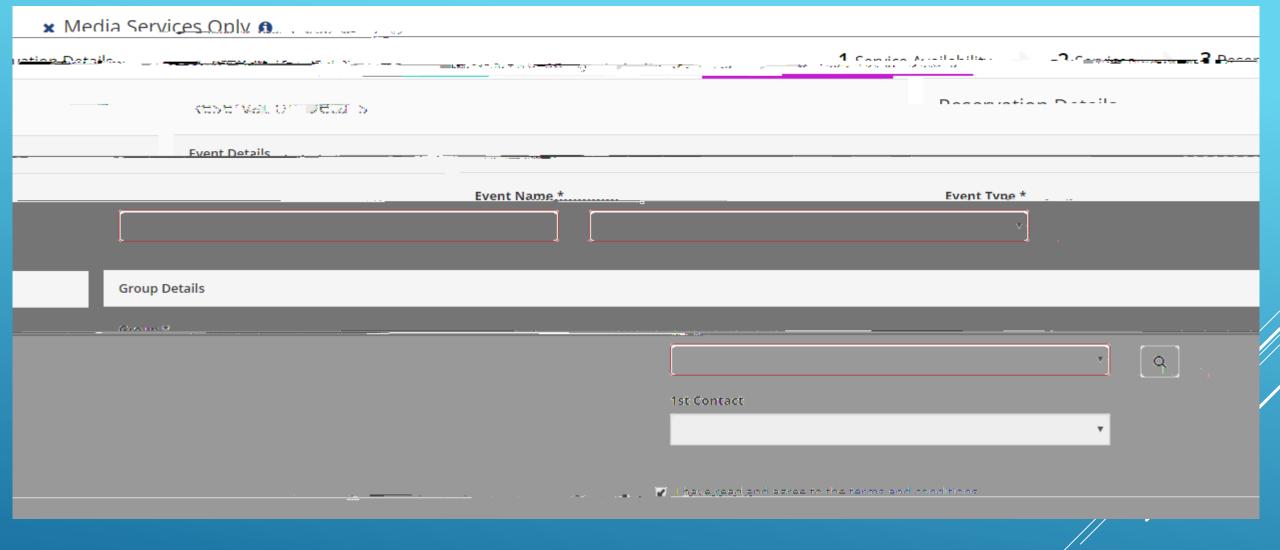




additional information about Media Services office hours, terms and conditions and contact information.







FINISH FILLING OUT YOUR EVENT RESERVATION DETAILS. (Event name, event type, and group.)

Accept the terms and conditions

Now

Create Reservation

