UNT UNION ONLINE RESERVATIONS

GUIDE TO CREATING AN ACCOUNT IN EMS

A: Request an Account

B: Complete the Form
Once you’re on the Online Event Reservation homepage, click **REQUEST AN ACCOUNT** on the right side of the screen.
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.