EMS Web App: Requesting an Account

2. Click "Request an Account Button"
3. Fill out the form on the "Request and Account" page
EMS Web App: Requesting an Account

4. Once the form has been completed, click the "Request an Account" button at the bottom of the page

[Please do not click the “Request An Account” button more than once. There will be a short delay, but within 30 to 60 seconds you will see a “We’ve Received Your Request” page. If this page does not appear, please send an email to ems@vt.edu]

- An email will be sent to the Event Planning Office to verify your information and setup your account
- Please allow up to (2) business days for processing

5. Once your account has been verified, you will receive an email with your EMS Web App login information
   - After receiving your login info, go to the EMS Web App Link: [https://www.ems.campuslife.vt.edu/EmsWebApp/Default.aspx](https://www.ems.campuslife.vt.edu/EmsWebApp/Default.aspx)
   - Enter the Username and Password you were sent from Event Planning