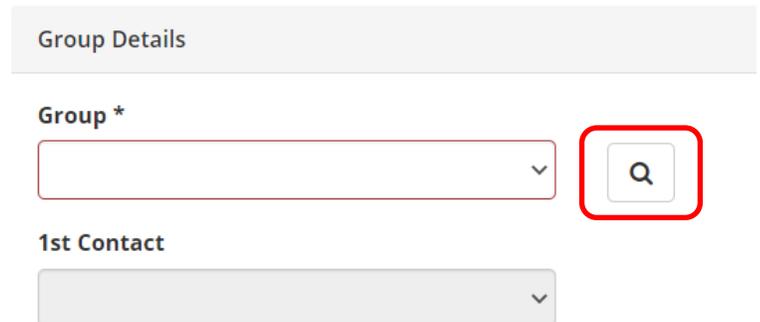


# Selecting *UTC Student* as your Group in Virtual EMS

When students want to reserve space as an individual and not for a student organization, they can use *UTC Student* in Virtual EMS as their Group. Examples of when *UTC Student* should be used are attending an online class session, group study sessions, online appointments with advisors or counselors where privacy is needed, and online internship/job interviews.

On the Reservation Detail page of the Lupton Hall First Floor Facilities Application, if *UTC Student* does not appear in the Group dropdown menu, click the magnifying glass icon.

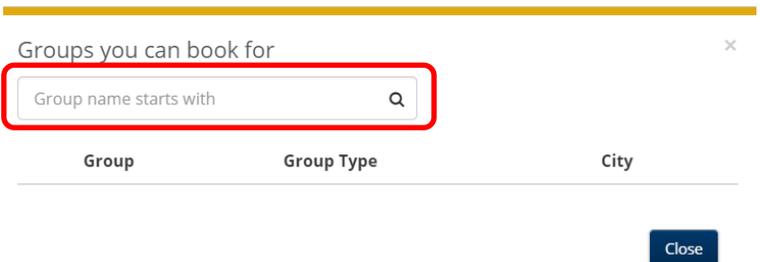


Group Details

Group \*

1st Contact

In the new pop-up window, type *UTC Student* in the box labeled “Group name starts with”. Click *UTC Student* from the list that appears.



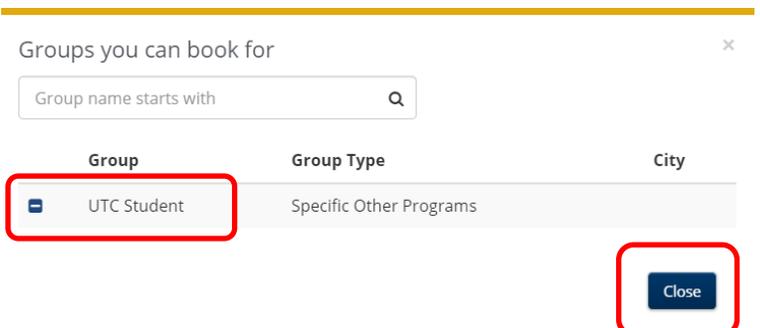
Groups you can book for

Group name starts with

Group	Group Type	City
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Close

*UTC Student* will now show in the Group column. Click the blue Close button.



Groups you can book for

Group name starts with

Group	Group Type	City
UTC Student	Specific Other Programs	

Close