Before Reserving a room, Please Note:

These rooms are a courtesy for our students. Treat them with respect and leave them in the condition you found them.

Rooms are normally locked, bring your confirmation to the Concierge’s Desk to pick up the room key. You will be subject to a $100 financial hold on your Rutgers’ account for unreturned keys.

To be fair to all 4,000 RBS students, rooms are reserved in 1 hour increments, up to 4 hours per week. Multiple reservations are required to create a block of up to 4 consecutive hours in one day.

Please report any rooms issues to the Concierge’s Desk.
Reserving an RBS Team Room

1. Using your web browser, go to https://ems.business.rutgers.edu

2. Click on “My Account”, then “Log In”

3. Log in with your NETID

4. Click on “Reserve a Team Room”
Reserving an RBS Team Room

Note: Reservations must be at least 15 minutes out from the time you are making the request!!

5. Fill in everything with the orange * then click “Find Space”

6. Note the shadow vertical bar – that is your selected time. Colored areas are already reserved.

7. Click on the Green Plus next to the room you would like. It will then appear at the top as “Selected Locations.”
9. Click on the First Green Plus to select “Student Study Group”, then scroll to the bottom and click “Done”

8. Click on “Details” then Click on the magnifying glass

10. Click in the “Organization” box or use the pulldown arrow choose “student”
11. Click on the pulldown in 1<sup>st</sup> contact and choose “Student”.
12. Fill in your phone
13. Fill in an email address which we may contact you at for confirmation or cancellations
14. Click submit
Reserving an RBS Team Room

Your Team Room has been successfully reserved

* If you're unable to utilize this reservation please be sure to cancel it.
Cancelling an RBS Team Room Reservation

1. Log on in as in steps 1 thru 3
2. Click “View My Requests
3. Click on the reservation you’d like to cancel
4. Click on Cancel Bookings
5. Click the box to make a check mark next to the booking you’d like to cancel.

6. Click “Cancel Bookings”,

7. Click “Cancel Bookings” again on the confirmation window.
   Note: If you click “cancel” here you will go back to step 5 and the booking is not cancelled.
Cancelling an RBS TeamRoom Reservation

8. Click OK on the notification box and you will be returned to your reservation list.

Note your reservation status is now “Web Cancel”

You may click Log Out or go back to the beginning and make another reservation.