

# Requesting Space with Momentus

Welcome to the new reservation platform, Momentus! Beginning April 23<sup>rd</sup>, the EMS Web page will change however, the [www.reservations.utexas.edu](http://www.reservations.utexas.edu) URL will remain as the way to submit a request or reservation for your College, School, or Unit.

## Section A, Navigating the New Landing Page

### Old EMS Website

[SITE HOME](#) [MY HOME](#)



### Space Reservation Software Transition

#### ANNOUNCEMENT

**Important, please read:** The EMS reservation system will be unavailable during the transition to Momentus Technologies (Momentus). No online reservation requests will be accepted from Tuesday, April 16 - Monday, April 22. **Momentus will go live on Tuesday, April 23.**

This URL ([reservations.utexas.edu](http://reservations.utexas.edu)) will continue to act as a landing page for all booking portals. Please continue to visit this website for updates on the transition.

### New Momentus Landing



### Reserving Space at The University of Texas at Austin

#### Academic Colleges

[College of Natural Sciences](#)

[Cockrell School of Engineering](#)

[LBJ School of Public Affairs](#)

[McCombs School of Business](#)

[Marine Science Institute](#)

#### Online Space Booking Portal

Each college, school, unit, or venue has unique policies and procedures around space reservations. To ensure you are accessing the correct booking portal, please read the descriptions carefully and follow the links provided.

If you have any questions about a specific space or about access to reserve space, please email the point-of-contact for the college, school, or unit.

#### What to Expect When Logging In

UT students, faculty, and staff will access the online space booking portals through single-sign-on. Please log in using your UT EID and password. The portals available to you and the spaces you can reserve or request depend on your affiliation at UT Austin.

## Section A, Navigating the Landing Page

Once you arrive on the page, feel free to read the information provided about the Online Space Booking Portals and Log-in Expectations.

1. Locate your college by scrolling or clicking the name of your school in the top left to jump the appropriate section.



## Reserving Space at The University of Texas at Austin

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2. Once you have located the section of your college, you will find information regarding the spaces and your department administrator. Each school has its own Department Administrator to assist users with questions they might have.




The University of Texas at Austin  
**Marine Science Institute**  
College of Natural Sciences











### Marine Science Institute

The University of Texas at Austin Marine Science Institute (MSI) is the oldest and most significant marine research facility on the Texas coast. We have an array of conference rooms, labs, boats and vehicles that are currently reservable or requestable online. If you have any questions regarding the reservation process, or about any of the services we offer, please contact the [Marina Coordinator](#).

If you would like more information about our mission or the programs we offer, click the [Learn More](#) option below to visit our website.

[Learn More](#)

3. Depending on the college, you may find the Online Space Booking links available, or you may have to review their policies page first. Please follow the steps on your department's website to access the portals you might need.
4. Each online space booking link provides some descriptive text of what spaces might be available for request or reservation.
  - a. Reserve: A space that does not require approval from the department coordinator.
  - b. Request: A space that requires approval.
5. Click the appropriate booking link and it will open a new tab. For this example, MSI Requestable Spaces will be used. Anything with a  icon denotes that Single-Sign On (SSO) is needed to log in to portal.

 MSI Requestable Spaces (UT) 	MSI Reservable Spaces (UT) 	MSI Boats/Vehicles (UT) 
		
<p>The Marine Science Institute has meeting rooms and labs available to the University of Texas constituents. There is a priority rule. Users unaffiliated with the Marine Science Institute must have an MSI sponsor to submit a request.</p>	<p>The Marine Science Institute has self-service meeting rooms and labs available to University of Texas affiliates. There is a priority rule.</p>	<p>The Marine Science Institute has a research fleet, including small boats and vehicles available to University of Texas affiliates.</p>
<p><a href="#">Request MSI Spaces (UT) </a></p>	<p><a href="#">Reserve MSI Spaces (UT) </a></p>	<p><a href="#">Request MSI Boats/Vehicles (UT) </a></p>

6. You will be prompted to enter your EID and Password.

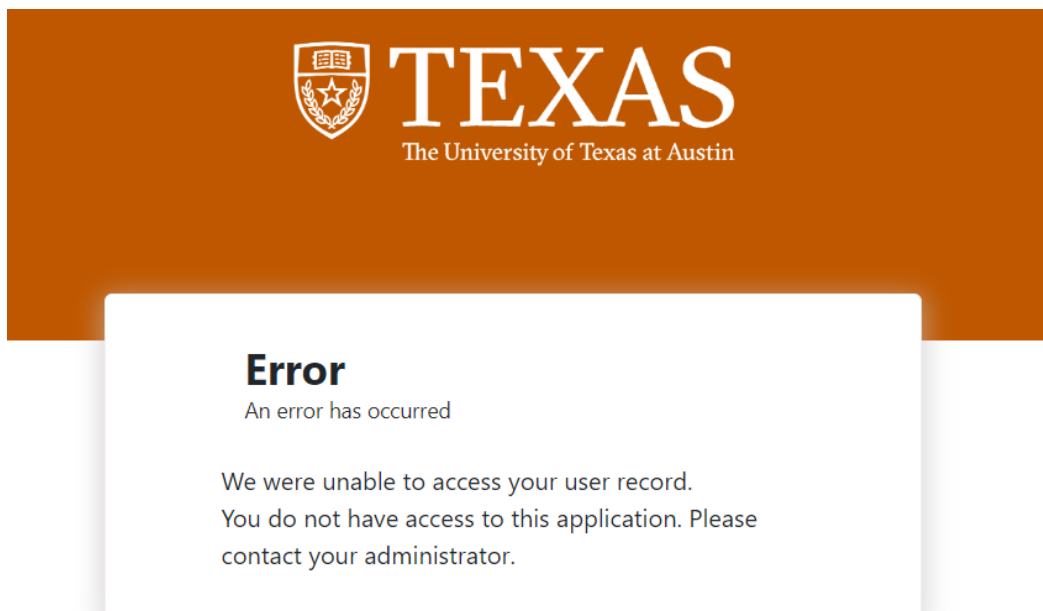
**Sign in with your UT EID**

[I forgot my UT EID or password.](#)  
[I have a temporary password.](#)  
[I need a UT EID.](#)  
[Help](#)

7. If it is your first time logging into the system, it will take a moment since it will need to load your UT credentials. You might see this screenshot for a minute or two, but then it should proceed to the next page.



8. You will get the following error if you do not have the correct credentials for the Online Space Booking you select. This usually happens if you select a portal for a college you are not affiliated with.
  - a. If you believe this error is incorrect and should have access to the portal, please contact the Department Administrator for your College. Their information can be found on the landing page.





- Your results will populate, and you can make the selection(s) you require. Clicking on the space will open more details about the space. You can also refine your search if needed.

### Refine Your Search

Change or further filter your search results using our quick filters below.

Available Search Range: April 20, 2024 - April 20, 2025  
7:00 AM - 10:00 PM

Date:

Start Time:

End Time:

Sort By:

Filters:

[Apply Filters](#)

[Clear All](#)

### Search Results

The following spaces match your search criteria. You may filter the results or change your search.

**Admin Conference Room(S06)**

Start Time:  - End Time:

[Remove](#)

**Auditorium\_Room#104\_(Patton Center\_S32)**

Start Time:  - End Time:

[Request Space](#)

**Estuary Explorium (Patton Center\_S32)**

- If there are features or setups, they will be represented in the corresponding sections below. Once you have decided on the space(s), select *Book Now* from this screen or *Request Space* if on the previous from step 2.

## Admin Conference Room(S06) ✔ Space Available

[Book Now](#)

**SPACE DETAILS**

Type: Conference Room

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**⚙️ Features**

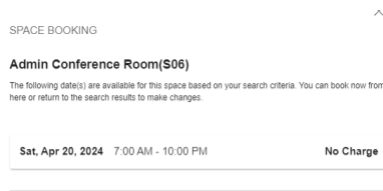
Contact venue for information on available features.

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**⚙️ Setups**

Contact venue for information on available setups.

4. Selecting Book Now will show the following image, so you can click *Book Space*.

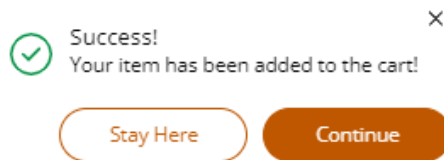


If you have more than one space or date requested for an event, they will all be listed here on this screen.

This helps you keep track of what other spaces you might need to add before moving on to the next section.



5. After selecting Request Space (from step 2) or Book Now (from steps 3-4), you will want to click *Continue* when it has been added.




6. Input the requested information for your event. Questions vary depending on what type of booking portal you have accessed and what information departments need to review. The best practice is to fill out all the information, but only \* are required to submit. When you are finished, click *Go to Summary* to proceed.

**Event Details**

Event Name * Meeting with Team	Category Internal
Class UT Staff	Are you interested in catering?
Payment Types * IDT	If IDT, please provide an account #, otherwise please put N/A. * 1234567

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[Back to Results](#) [Go to Summary](#)

- The Summary will provide you with an overview of the request. If you need to add more spaces or change event details, you can select those options or select Check Out (or if the text was changed, select the verbiage with the  icon).


## Summary

### Event Details

Please review the following information for your event

**Admin Conference Room(S06)**

 Sat 04/20/2024  7:00 AM - 10:00 PM 

 Add More Spaces


 Check Out

Click "Check Out" to finalize your request.

[Back to Event Details](#)

[Check Out](#)

### Meeting with Team

 April 20, 2024

 7:00 AM - 10:00 PM

- You will hit this screen and receive a confirmation that your request has been received. If it is a request, a coordinator will review your submission.

Space Booking


## Event Confirmation




**Thank you! Your request has been received.**


An email with your event details has been sent. You will be contacted if we need anything else.

### Meeting with Team

 April 20, 2024

 7:00 AM - 10:00 PM

Event ID: **10370**

 [Return Home](#)



## *Section C, Potential Error Messages*

There are a couple of error messages you could potentially encounter, but the only time action from a department administrator might need to act is if you encounter the error below when you know you should have access to spaces in the booking portal.



**No Spaces are available that match your requirements or you do not have access to reserve this space.**  
Try adjusting dates, times, or space filters and try again.

Your UT credentials determine what spaces you are allowed to access, so if you select an OSB with an organization that you are affiliated with but receive this error, there is a chance you might not have been granted access to those spaces.

Space access is determined by the Department's Administrators. For any questions, please be sure to provide your name, EID, and any other information that might be beneficial for them to best assist you.