

Steps to complete

1. Complete CLCE re-registration, if applicable, and ensure your new officers are updated on your BullsConnect Page.

2. Complete your MSC Accountable Officer Form.

3. Create your MSC Web User ID.

4. Sign in to Virtual EMS to check your access.

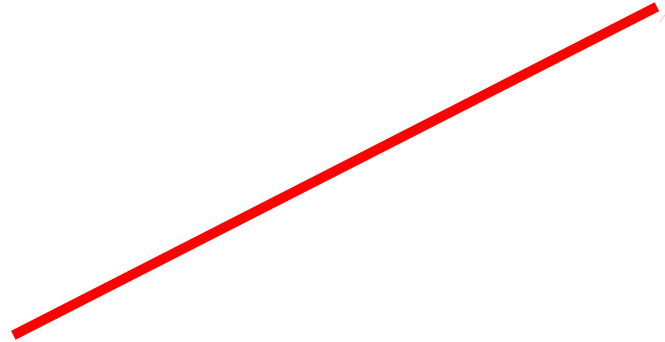
5. Attend Part Two Training to learn about Virtual EMS.

MSC Accountable Officers

Who are MSC Accountable Officers?

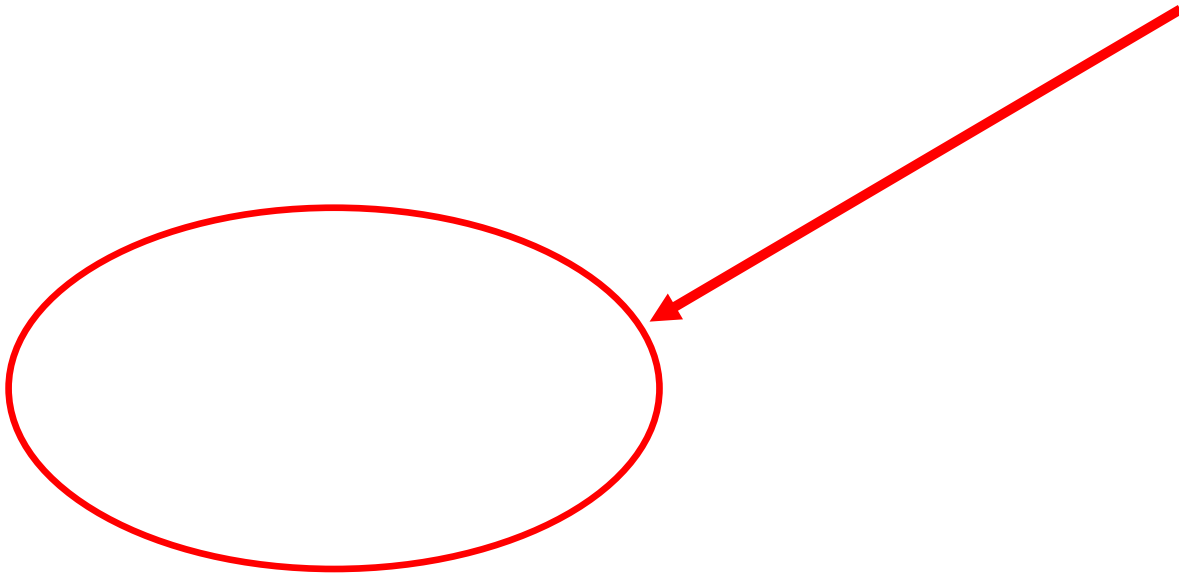
- MSC Accountable Officers are not the same as
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Marshall Student Center Page on BullsCon



Completing the Accountable Officer Form:

Access the MSC Accountable Officer form on [BullsConnect](#)



To update your MSC Accountable Officers, the Organization's President must complete the MSC Accountable Officer Form on BullsConnect.

Completing the MSC Accountable Officer Form:

Review the instructions listed on the 1st page of the MSC Accountable Officer Form.

Completing the MSC Accountable Officer Form:

*** PLEASE NOTE ***

This form **MUST** be completed by President of your Organization that is currently listed on your a-e.

Completing the MSC Accountable Officer Form:

- Please list two (2) other members of your organization to be designated as MSC Accountable Officers
- These members should be the members of your organization who are heavily involved with programming and planning meetings and/or events.
- Be sure to ONLY list @usf.edu USF email addresses!

Completing the MSC Accountable Officer Form:

- Once you've filled out all required fields and read through the Policy Agreement, you must check that you agree to the above policies on behalf of your organization.
- Confirm that all details are correct and click the SUBMIT button on the bottom right!

Submitting an MSC Accountable Officer Form:

- After you've submitted your MSC Accountable Officer Form, it will be reviewed by the MSC Event and Meeting Services Team.
 - *Please note, this is not an automated process, and can take up to 72 business hours*
- If your form is approved, you will receive an email with the approval and a link to the Virtual EMS page where you can request your Web User ID.
- If your form is denied, you will be notified via email with an explanation of why it was denied. You will need to complete and submit a NEW FORM. Please read this email carefully to ensure you complete your new form correctly.

Tips for completing your MSC Accountable Officer Form

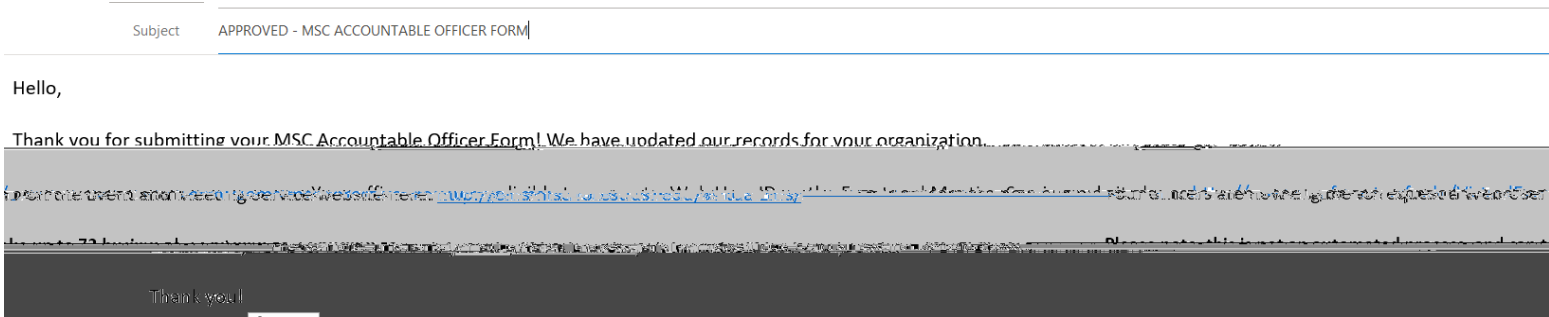
- As a reminder, this is not an automated process and it can take several days for our team to review your form, so be sure to submit this ahead of time!
- If the President listed on your MSC Accountable Officer Form does not match the President currently listed on BullsConnect, your form will be DENIED.
- List members of your organization that will be planning events!
- Be sure to only list [@usf.edu](mailto:usf.edu) USF Email Addresses!

Web User IDs

REQUESTING A WEB USER ID:

After your MSC Accountable Officer Form is approved, you will receive a confirmation email from the MSC Event and Meeting Services Team.

This email will contain a link (<http://ems-msc.forest.usf.edu/VirtualEms/>) which can be used to access the MSC Online Reservation system, Virtual EMS.



Requesting a Web User ID:

Click on "Request an Account" to begin creating your Web User ID.

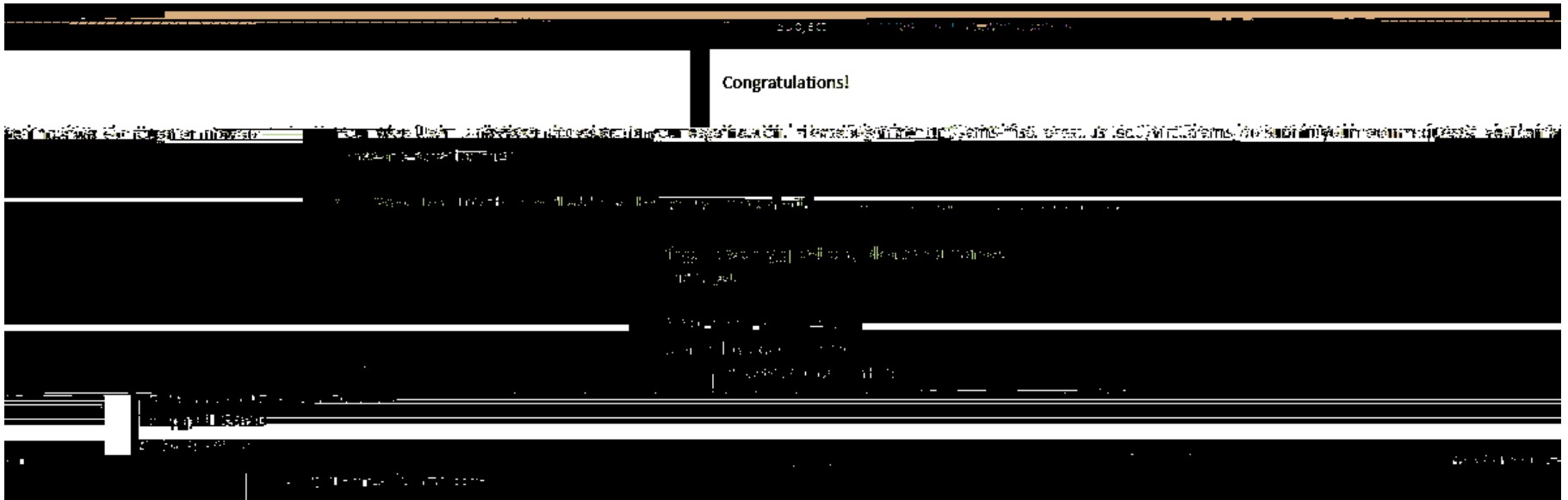


- Once you click on

REQUESTING A WEB USER ID:

Once you have submitted your Web User Request, please allow a minimum of 3 business days for our Event and Meeting Services Team to review the request.

This is NOT an Automated process and we greatly appreciate your patience!



Virtual EMS Homepage

Frequently Asked Questions

Is it required for student organizations to have 3 accountable officers?

We strongly recommend

NEXT STEPS

When Can I Make a Reservation?

MSC Reservation Timeline

Important Dates to Remember:

Summer Reservations - open 10AM on March 1st

Fall Reservations - open 10AM on June 1st

Spring Reservations open 10AM on October 1st

**Departments and Non-University reservations
open on the 15th*

THANK YOU FOR ATTENDING!!

If you have any questions, please email us at
SA-EMS@usf.edu

**Join our BullsConnect page to keep
up with the latest updates!**
<https://bullsconnect.usf.edu/groups>

**Event & Meeting Services
Website**

[https://www.usf.edu/student-
affairs/msc/plan-and-market-events/](https://www.usf.edu/student-affairs/msc/plan-and-market-events/)