Virtual EMS Quick Start Guide

After you have received your username and password, log in at https://explorecc.murraystate.edu/virtualems/.

To look for availability:

1) “Browse Facilities” to look at room capacities and set up options.
2) “Browse for Space” to see which spaces are available. (Areas in blue or gray are not available.)
   To look at a specific date, select Filter.

How to find space:

1) Click on “Reservations” then “Room Request.”
2) All areas marked with an * must be completed. When finished click “Find Space.”

3) You will now see what rooms are available for the date and time selected. Click the + sign to select a room. Continue.
4) Fill in the required information for your event and department and “Submit.”

The Curris Center Staff will get back with you within 1 business day. Please remember that this is a ROOM REQUEST until you receive an email CONFIRMATION approving the request.

If you have any questions, please feel free to contact Debbie at 6985.

GUEST ROOMS are similar to hotel accommodations and are available for guests of the university. Please note that when making a guest room reservation start time MUST be 2 pm. (This is the standard check in time.) End time MUST be 11 am. (This is the required check out time.) If consecutive days are selected, the “start” and “end” time will be the same for each day.

BALLROOMS: Because of the details required for Ballroom set ups, reservations are not taken online. For all ballroom dates, please call Debbie at 6985 or email msu.curriscenter@murraystate.edu