

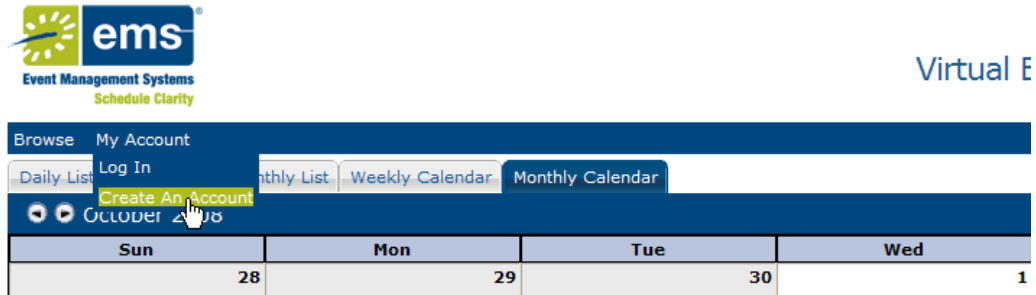
USING THE CAMPUS CALENDAR WEB PAGES

CREATING YOUR ONLINE CALENDAR SOFTWARE ACCOUNT

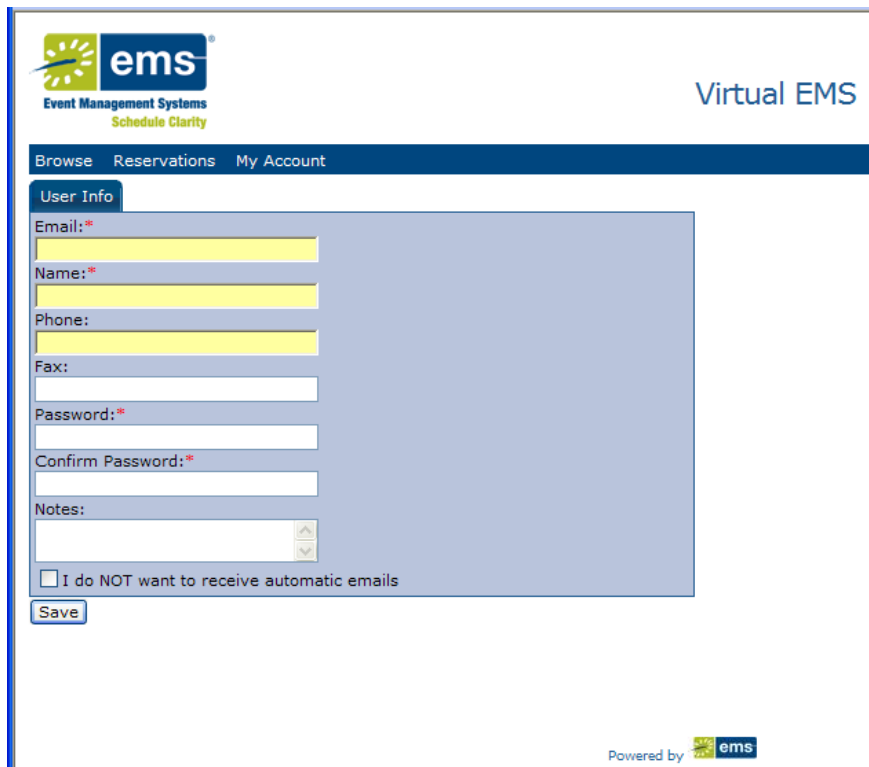
Only complete this process one time

Use **Create An Account** to create a Virtual EMS account. Your account will be immediately active to begin use of the system.

1. Open your web browser, and go to <http://mdu.millsaps.edu>.
2. Go to My Account - Create An Account.



3. From the User Info tab, enter your **Email, Name, Phone, Fax, Password, Confirm Password, and Notes**.
*** The **Notes** section is for you to type all of the clubs, organizations, and academic departments that you may schedule events for. ***



4. DO NOT check the automatic e-mails box...leave these set to receive.
5. Click **SAVE**.