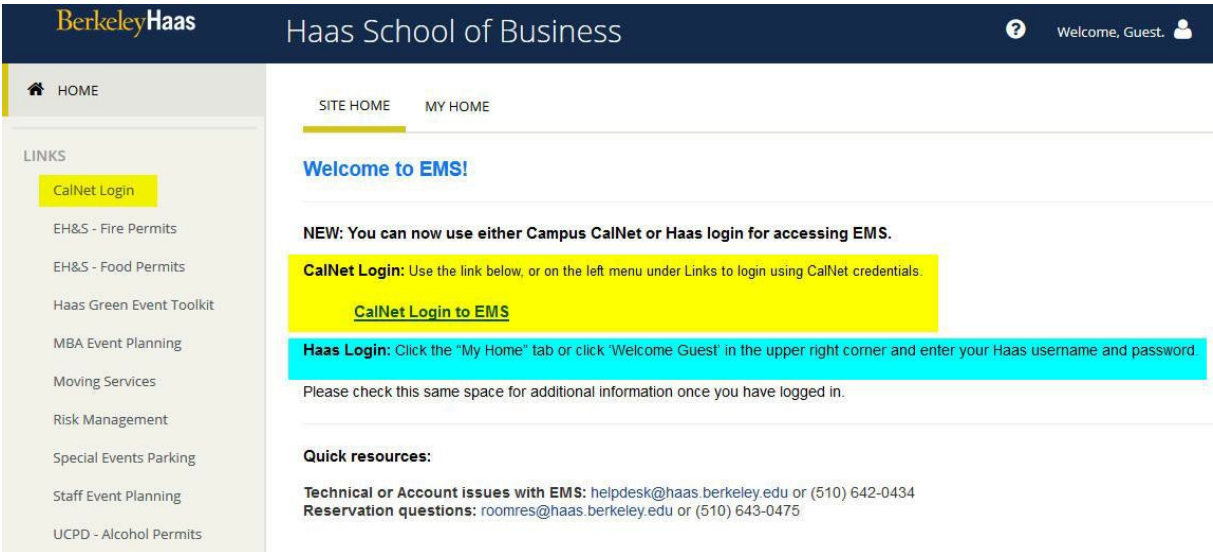
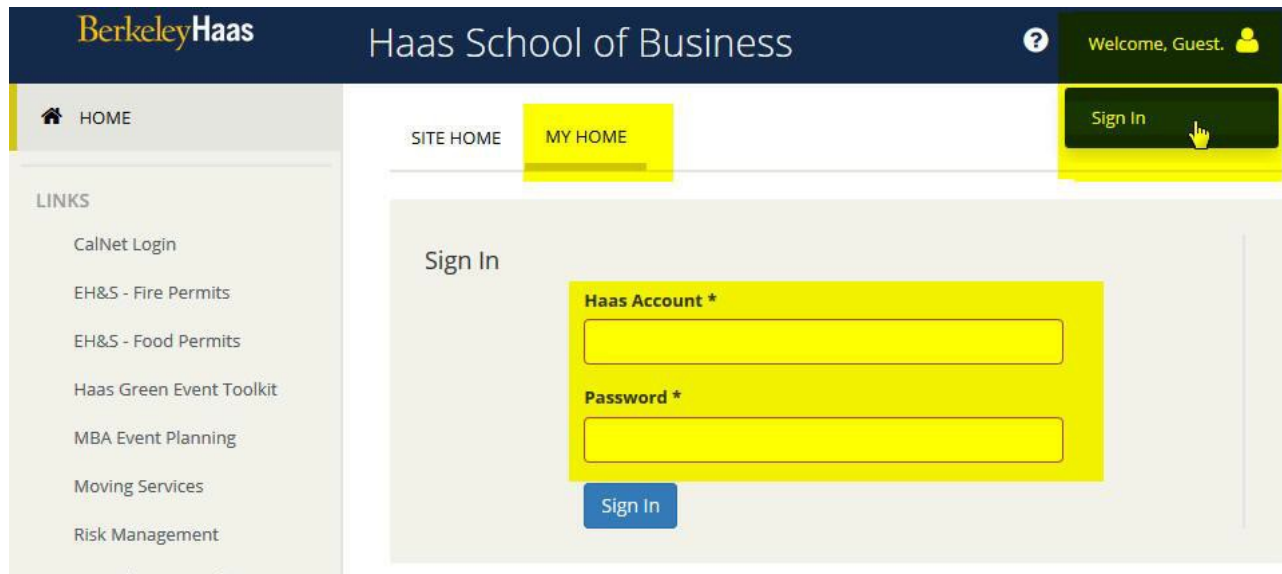


How do I sign into EMS with my CalNet ID?

In order to improve EMS login experience we are implementing CalNet login with Single Sign On for EMS.

Step	Procedure
1	<p><u>To use CalNet login:</u> Select the CalNet Login link on the left menu or the Site Home tab.</p>
	 <p>The screenshot shows the BerkeleyHaas website interface. On the left, there is a 'LINKS' menu with 'CalNet Login' highlighted in yellow. The main content area features a 'Welcome to EMS!' message, followed by a 'NEW!' announcement: 'You can now use either Campus CalNet or Haas login for accessing EMS.' Below this, 'CalNet Login: Use the link below, or on the left menu under Links to login using CalNet credentials.' is displayed, with a yellow box highlighting the link 'CalNet Login to EMS'. A cyan box highlights the 'Haas Login' instruction: 'Click the "My Home" tab or click "Welcome Guest" in the upper right corner and enter your Haas username and password.' At the bottom, 'Quick resources' are listed, including contact information for technical and reservation issues.</p>

Step	Procedure
2	To use the Haas Account login: Continue to select the Sign in option in the top right menu or the My Home tab .



Note: All your reservations and event information will be the same irrespective of the login option you choose.

Step	Procedure
3	<p>CalNet Access Error</p> <p>If your CalNet Login for EMS is not set up you will receive a CalNet Login Error.</p>

CalNet Login

Your CalNet login for EMS is yet to be established.
 Please submit a helpdesk ticket (helpdesk@haas.berkeley.edu).

Meanwhile, **to access EMS please use your Haas Login**.
 You can use either the **My Home** tab or the **Sign In** option in the **top right menu**.

Step	Procedure
4	You can continue to use your Haas login to access EMS via the Sign in option in the EMS top right menu or the My Home tab . (Link is also provided in the error message)
Step	Procedure
5	You can also submit a Help Desk ticket to update your account by selecting the helpdesk email address link in the error message.
Step	Procedure
6	Selecting the link will bring up a pre-populated email to which you can add your information (<i>Name, Haas account etc.</i>).

