

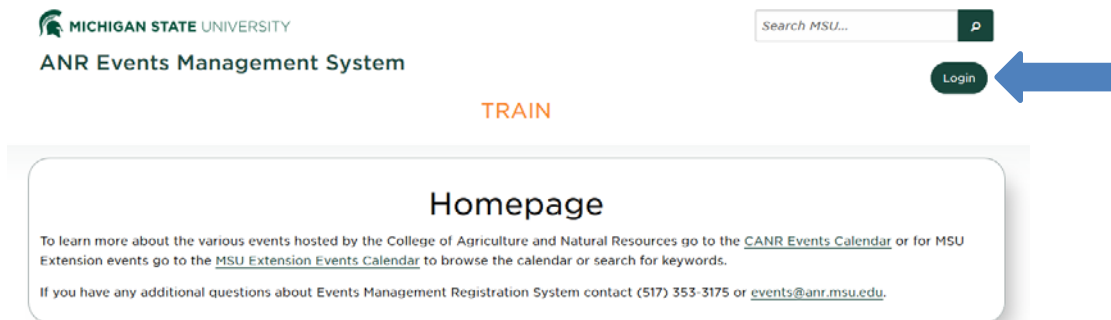
EMS – Add/Look Up Users and Edit Profiles

(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

In order to use the ANR Events Management System all users must create a profile. Once a profile is created it can be updated if information changes.

Creating a Profile

1. New users creating a profile should visit <https://events.anr.msu.edu>.
2. In the top right click on Login.



If you have an ANR username and password:

3. On this page you will be prompted to enter a username and password. This is your ANR username and password, NOT the MSU username and password. Although in many cases the two usernames are the same.

Please Login to ANR Domain

Username:

Password:

4. Click Log On.
5. If you have never been in the system you will see a pop up asking if you would like to complete a profile. Click Yes.
6. Enter the required information and click Update.
7. You now have access to the system to build and manage events.

If you do not have an ANR username and password:

3. Have your supervisor complete the Computer Access Form (https://www.canr.msu.edu/od/human_resources/internal_hiring_procedures_forms/) and

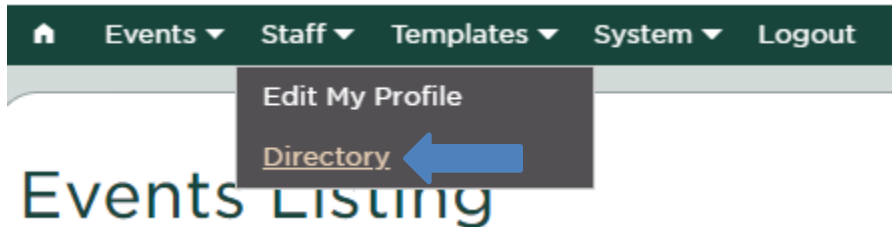
S:\ANR Comm\ANR Event Services\Administration\Procedures\Events Procedures\Final Documents\External\Editing and Creating Profiles.docx

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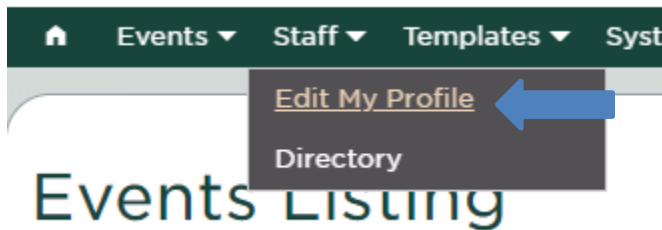
indicate that you need an ANR username and password to access the Events Management System.

- Once you have an ANR username and password follow the steps above for having an ANR username and password.

Look Up User



- In Events Management System, hover over the word staff in the toolbar and click the “Directory” option.
- Here you will see everyone that has access to EMS. This includes names, titles, departments, email, and phone numbers.
- You can use the Filter List dropdown to sort the list and then click “Update List” when you select what you would like to search for.



Editing Your Profile

- In Events Management System, hover over the word staff in the toolbar and click the “Edit My Profile” option.
- Update all information that needs updating and click “Update Profile.”