

Northwestern University Feinberg School of  
Medicine

EMS Web App User Access Request

Please complete all information for each new EMS Webb App user.

Requests for access to spaces other than Lurie and McGaw classrooms require appropriate space manager approval. Please route request to designate approver, before sending the completed form to Deans' Administration.

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax (if applicable): \_\_\_\_\_  
Email: \_\_\_\_\_  
Campus Address: \_\_\_\_\_

*Please indicate the access templates you require.*

**PUBLIC SPACE ACCESS:**

Lurie Research Center, McGaw Pavilion Classrooms, and SQBRC, Rubloff 6, 9 & 11  
Conference Rooms

**DEPARTMENTAL SPACE ACCESS:**

*(Departmental spaces require appropriate space manager approval. User is required to receive appropriate approval from space manager.)*

625 N. Michigan (14<sup>th</sup> & 15<sup>th</sup> Floors)      Basic Science Conference Rooms

APPROVAL (Jenni Holtz):      APPROVAL (Keith Davis):

633 N. St. Clair, 18<sup>th</sup> Floor      Galter Library

APPROVAL (Emily McElroy):      APPROVAL (Mary Anne Zmaczynski):

SQBRC 5<sup>th</sup> Floor      SQBRC 7<sup>th</sup> Floor

APPROVAL (Kiara Moore):      APPROVAL (Beverly Kirk):

SQBRC Stanley Manne Institute  
(3,4,10)      SQBRC 8<sup>th</sup> Floor

APPROVAL (Jarrod Cunningham):      APPROVAL (Katie Criswell):

Other Space (please specify):