

Reserving Facility or Conference Room Space

1. Visit our portal log-in page at <https://ues.skire.com/portal>
 - a. *Microsoft Internet Explorer must be used to access this website*
 - b. *Please also disable all pop-up blockers*

2. Log in using the following information: (username and password are both case sensitive)
 - a. **Username:** msconfreserve
 - b. **Password:** ****This password will change every month****
*To find the current password: please visit <http://www.dfa.state.ms.us/> and
Select the facility you would like to reserve on the left-hand side below “Capitol Complex Events”
The current password will be in **red text** on the top left side of the facility’s page
This page also contains the schedule for the selected facility*
Troubleshooting – If you cannot complete the log-in please try the following:
 1. Look for a message in the “loading” box that says a pop-up has been blocked.
 2. Click on the pop-up blocker message and select “Always allow pop-ups from this site”
 3. On the message that then comes up, choose to resubmit the information

3. Click New (in the top left corner, under the blue bar and above the red words)
 - a. Select “Facility/Conference Room Reservations”
 - ii. Fill out the form that comes up (see the next page for a list of required fields)

4. When the reservation form has been completed please use the “Submit” button in the top left hand corner of the popup to submit your reservation.

5. Unfortunately there is currently no way for you to print a copy of your application or make any changes to your application after it has been submitted.

If you have any questions or difficulty with reserving space at the State Capitol please do not hesitate to contact Meg Lake at LakeM@dfa.state.ms.us or 601-359-5031.

The following fields are required on this form:

1. Event Title
2. Primary Event Type
3. Event Purpose

ORGANIZATION DETAIL BLOCK

4. Organization Name
5. Organization Phone #
6. Organization Address
7. Organization City
8. Organization State
9. Organization Zip

CONTACT DETAIL BLOCK

10. Address Different from above?

If yes is selected then the following fields will be required:

- a. Primary Contact
- b. Primary Address
- c. Primary City
- d. Primary State
- e. Primary Zip
- f. Primary Phone #
- g. Primary Email

11. Address Different from above?

If no is selected then the following fields will be required:

- a. Alternate Contact
- b. Alternate Phone #
- c. Alternate Email

REQUESTED SCHEDULE BLOCK

12. Event Date
13. Access Time for Setup
14. Event Start Time
15. Event End Time

REQUESTED LOCATION BLOCK

16. Facility
17. Location
 - a. If desired location is 117 South, then Woolfolk 117 becomes required

RESERVATIONS POLICIES AND PROCEDURES BLOCK

18. Requestor ID

If other contact is selected then the following fields will be required:

- a. Other Contact Name
- b. Other Phone #
- c. Other Email

19. I agree

COMMENTS BLOCK

20. None required