25LIVE Quick Reference Guide - Basics

> *Mozilla Firefox and Chrome are the* **recommended browsers for accessing 25LIVE.** **Users are strongly discouraged from using** *Internet Explorer.*

Signing In to 25Live
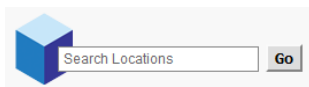
Step 1: Access 25Live via Cardinal Apps at:

  http://apps.uiw.edu

Step 2: Sign in to 25Live by clicking on the *25Live* link.

25Live
Class, Event & Space
Resource Management

UIW students, staff and faculty sign in with their UIW login and passwords.
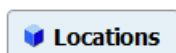
Checking Location Availability

If you know the name of the room:
Under the "Quick Search" section, type the full or partial name of the room or building (e.g. SEC2030, BSH, LIB221, etc.) here:
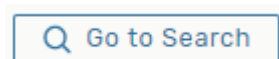

Search Locations [Go]

The rooms appear in a list. Select a location name to see its Details. Availability and Calendar can be chosen to view events occurring in this location.

If you are unsure of the name or would like a variety of rooms:

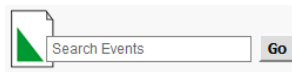**Step 1**: Click on the blue *Locations* Tab.

Locations

Step 2: Click on the **"Go to Search"** *box. Under* "*Search*" you can search for Locations in numerous ways including Features, Categories, or Layouts (e.g. PT Locations, Auditoriums, Banquet Style).
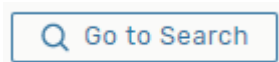

Q Go to Search

Step 3: Select a location to see room details. Availability and Calendar can be chosen to view events occurring in this location(s).
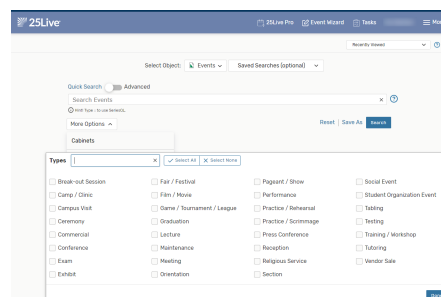
Searching for Events

If you know the name of the event:
Under the "Quick Search" section, type the full or partial name of the event in:

Search Events [Go]

If you are unsure of the name of the event:
Step 1: Click on the **"Go to Search"** box.

Q Go to Search

Step 2:   Under "Search" you can search for Events in numerous ways including Cabinets, Categories, Organizations, Types, Roles, States (e.g. Campus visits, confirmed).

Step 3: Click on an event to view event details. The Date Range can be changed to All Dates, Future Only, or number of weeks.

If you have any questions or suggestions for improvement, please email Jose Herrera at sereservations@uiwtx.edu