SIGN IN
Using Google Chrome, go to: schedule.risd.edu
Sign in using your RISD username/password (do not include @risd.edu). For assistance with your ID or password, contact the IT Service Desk.

SIGN OUT
Close your browser to sign out of 25Live. Log Out will occur at that time. A log out button is not available due to single sign on.

APPROVING AN EVENT REQUEST
When someone requests a space of which you are the approver, you will get a task notification in 25Live.

Click on the “Tasks” button at the top of your screen to see your tasks. (Circled above)
Clicking this will default to “Outstanding” which will show you all tasks that need to be completed.
To approve the space, you must complete two steps.
1. Assign/Deny the Space
2. Change the Event Status.

Please note: you cannot receive requests for events that overlap existing events.
ASSIGNING THE SPACE
Outstanding requests will show up in your “Outstanding Tasks” screen.
To assign the event space to the requested event. Click the “Assign” under the “Actions” column to assign the location to the requestor/scheduler for the requested time. If the requested time does not work for your department, click the red “Deny” button.

Once an event is successfully assigned, the status will change from “In Progress” to “Assigned” or “Denied”
CHANGING EVENT STATUS

Events will automatically come in as tentative. Once an event has been assigned a locations, it will need to be changed to “Confirmed”.
To change event status, you must click on the event name under the “Event” column. You will see this screen:

Click the drop-down arrows next to the word “Tentative” (circled above) and change the status to “Confirmed”
The event status will automatically save.

Please message the requestor letting them know their event has been confirmed.
APPROVING DATE CHANGE REQUESTS
If someone decided to change the date of their already assigned requested you will have two tasks under your “Outstanding” tasks list.

The first task is to release the previously requested date. You may choose to accommodate the request and click the green “Unassign” button or force them to keep previously requested dated by clicking the red “Deny” button.

The second task allows you to “Assign” or Deny” the new date request.
If the new date works, you can click the green “Assign” button. If not, the red “Deny” button.

If the request is a change to a “Confirmed” event. Event status will not need to be updated.

Please contact requester to let them know if their request was confirmed or denied.