1. To access 25Live System, please log into MyPortal. Then go to APPS > STAFF and locate 25Live application. Click on the 25Live application. You might be prompted to enter your MyPortal userid and password again.

2. If this is your first-time logging into 25Live, please email the Scheduling Office to request account activation. Once your account is activated, you can use 25Live System to create events and request spaces.
2. Complete all the **Required** fields in the event form. When done, click **Save**. Your event request is then routed to the Scheduling Office for approval. Please contact the Scheduling Office if you don’t receive a response within 72 hours.
Modifying or cancelling an event that is pending approval

1. You can make changes or cancel an event that you’ve submitted if it has not been approved by the Scheduling Office yet. Once it is approved, you must notify the Scheduling Office of any event modifications or cancellation.

2. To make changes to an event that has not approved yet, click on Edit Event link.

3. To cancel an event that has not been approved yet, click on Request Cancellation link and enter your reason to cancel your request in the Event Cancellation Request popup box.
Viewing room features and calendar

1. To view room features or calendar, use the **Search Locations**. You can either type the space name and hit [Enter] on your keyboard or click on the magnifying glass icon to launch the space search form.

2. A space search form will open up with the space that you’ve typed or you can select from the dropdown menu a list of pre-defined spaces. Depending on your selection, you will either see one space or multiple space listings.

3. Put your mouse cursor on the room to see a pop-up window with room features.
4. Select Calendar to see a weekly schedule of the room. Select Availability or Availability Weekly to see schedule grid with open time slots.
1. Reports in 25Live comes in various formats, such as PDF, Excel, Rich Text Format, HTML and Text. To run a report, go to More on the top right corner and select Reports.

2. From the Report menu, select the report category you want to run: Starred Reports, Event Reports, Location Reports, Resource Reports, and Other Reports. Click on the arrow in the Select an Item field and select the specific type of report you want to run. If you are not sure it is the report you want, click on View Sample Report to see a sample of the report.
To run, view, and save your report, choose the Report Delivery Options, Report Format Options, and click on Run Report button. Please make sure you enable pop-up on your web browser otherwise the report will not run.

Questions of Help

Email us at scheduling@fhda.edu