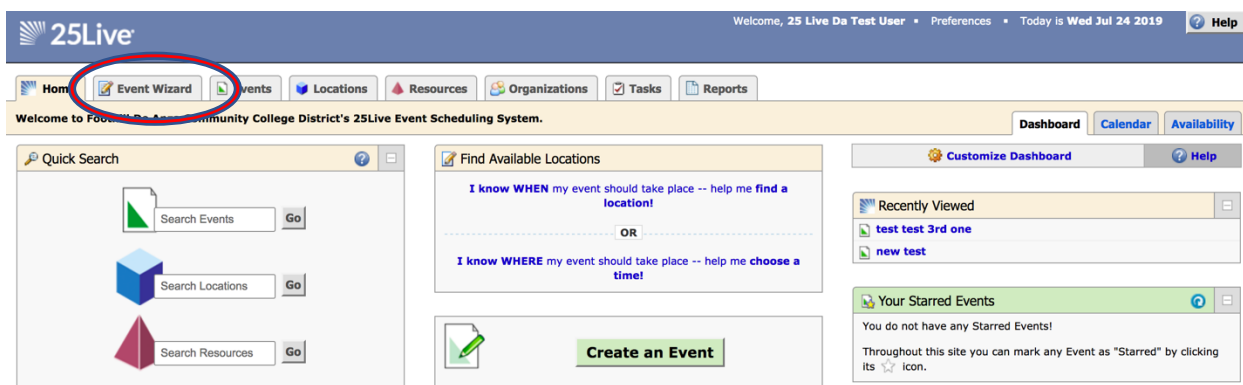


25Live Quick Guide

Accessing 25Live

1. Go to, <https://25live.collegenet.com/fhda>.
2. Login in using your MyPortal CWID and password.
3. Once logged on, if you do not have the “Event Wizard” tab below, please email scheduling@fhda.edu to request one. Once the Scheduling Office replies, it will take 24 hours for the system to generate the “Event Wizard” tab.



Creating an Event (Requesting a Space)

1. To create and event, click on the “Event Wizard” tab or the “Create an Event” button on the dashboard.
2. Follow and complete the information as requested.
3. Fields with a * are required.
4. We recommended clicking the **Save** button before clicking each **Next** button.
5. After the last Save button, your event is saved as **Tentative** and is pending approval. You will receive confirmation of your event request within 72 hours of the submission.

Questions or Help

Email us at scheduling@fhda.edu.