

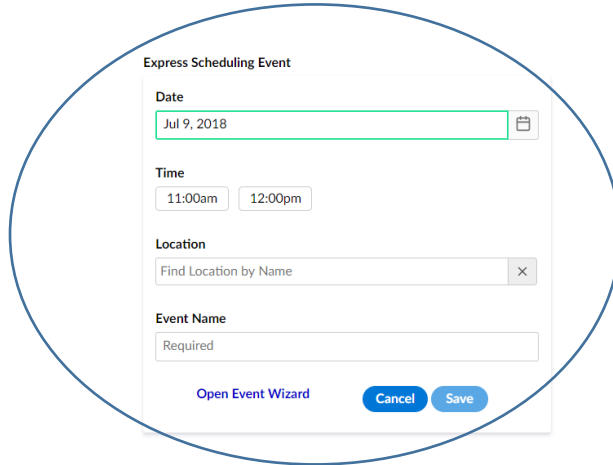
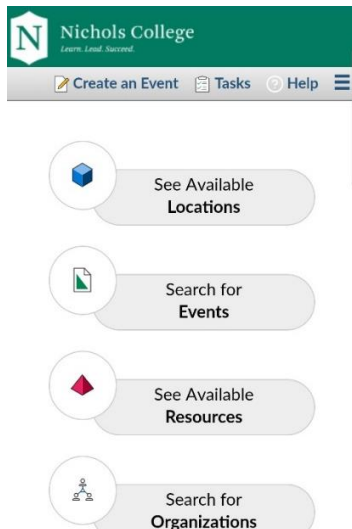
How to reserve a library group study room in 25Live (Mobile Version)

7/9/18

1. Choose the **25Live** app in OneLogin. (If you don't see the app, check under "Frequents" or "Company").



2. Log-in with your Nichols credentials, if prompted. Scroll down to view the Express Scheduling Event form.

A screenshot of the "Express Scheduling Event" form. The form is circled in blue. It contains the following fields: "Date" with the value "Jul 9, 2018" and a calendar icon; "Time" with two buttons for "11:00am" and "12:00pm"; "Location" with a text input field containing "Find Location by Name" and a close icon; and "Event Name" with a text input field containing "Required". At the bottom of the form, there are three buttons: "Open Event Wizard", "Cancel", and "Save".

3. Click on the calendar icon to select a date

Express Scheduling Event

Date

Jul 9, 2018

July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Required

4. Click in the start time field and select your start time.
5. Click in the end time field and select your end time.
6. Type in **LIBR*ST** to view study rooms 1-6. Click one the library group study room you'd like to reserve. The system will let you know if there is a conflict due to another reservation.

Location

LIBR*ST

LIBR*ST1

LIBR*ST2

LIBR*ST3

LIBR*ST4

LIBR*ST5

LIBR*ST6

7. If there is no conflict, fill in event name with your Last Name and a title for the event.

Express Scheduling Event

Date

Jul 12, 2018

Time

11:00am 12:00pm

Location

LIBR*ST4

✓ No Conflicts

Event Name

Smith-Management Project

Open Event Wizard

Cancel Save

8. Click "Save." You should see a message at the top of the screen stating your event has been saved successfully.

Your event has been saved successfully.

Express Scheduling Event