



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

An Introduction to 25Live

What is 25Live?

25Live is Fordham's web-based event publishing and scheduling software solution. 25Live enables users to view event information in real time and request the use of University space 24 hours a day, seven days a week from any computer with internet capability.

What is 25Live Pro?

25Live Pro is an improved version of 25Live application with an implementation date of October 15, 2019. It adds new functionality and features to the Classic version. All references to 25Live does refer to the new Pro version.

How does 25Live work?

25Live provides the Fordham University community with one centralized scheduling system, and data repository for all events held at the University. The system is designed to standardize the event reservation and scheduling process for the University.

Who can access 25Live?

All Faculty and Staff with an active Fordham user id and password can log in to 25Live to check availability of space and request a reservation. Your privileges in 25Live are dictated by the security role you are assigned in the system.

Why should I use 25Live? Can I just call the room owner to reserve a space?

It is mandatory to use 25Live and is the only acceptable and recognized method for scheduling events on campus. Using 25Live is a very efficient way of finding an available space for your event. Most staff do not know who owns the room they would like to reserve and the person you are calling may be on vacation. The system is set up to include a full inventory of available spaces of all types – worship, meeting, grounds, classrooms, etc. The system keeps track of availability of those spaces (as maintained by individual schedulers of the space) therefore allowing you to find a space available with just a few clicks.

I found available space, but 25Live told me I'm not allowed to schedule events. Why?

Users who receive this message are typically not signed into 25Live. Please click the "Sign In" link at the top of the page and sign in with your Fordham AccessIT ID username and password.

What is my role in the system? Am I a Scheduler or a Requestor?

If you a graduate student or an employee who is booking an event for a club or organization, you are requesting that an event spot be reserved and an area booked, thus you are known as a *Requestor*. Your event is approved by an administrator, someone who manages the space you are requesting and is allowed to reserve the space for use. These administrators are known as *Schedulers*. Schedulers have more privileges than Requestors, and are responsible for some basic functions such as approving requests, cancelling and editing events. If you are a Requestor and are looking to edit or cancel your event, you must contact the Scheduler that sent the notification for the approval of use of the space.



What are the recommended Browsers?


25Live works best and fastest in Mozilla Firefox and Google Chrome. If you are using Internet Explorer, upgrade to the latest version.

When will my request be approved or denied?

All requests will be confirmed within three business days.

Logging in

Log in to my.fordham.edu. Locate the 25Live channel on the My Apps tab and click on the “**Login to 25Live Event Reservation System**” link. This will open the 25Live Home tab, where you must sign in again with your AccessIT ID.



Login to 25 Live

More information

For 25Live policies, FAQs and Training Documents, please [click here](#).

25Live performance improvements are performed by the provider, CollegeNet, every other Tuesday, at 8:00 pm Eastern Time. During this maintenance window, 25Live may be unavailable. To make sure you have the most recent enhancements to the system, please clear your browser cookies and cache every other Wednesday, [click here for instructions](#). For questions or concerns, please email: 25live_feedback@fordham.edu.

Once opened you must sign in again with your Access IT ID and password:

Sign In to 25Live

Click on “Sign In” at the top right or bottom left

Click on the Event Creation and Editing tab

Click the “Create an Event” button on the home dashboard





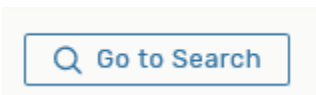
Overview

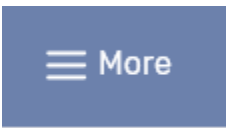
When you first log in, you should be placed at the **Home Dashboard**. The default landing page is dependant on your customization so it may be different for each user. If you are not in the Home Dashboard, you may click on the 25Live link to go to the Home Dashboard.



From here you can navigate through the system using various actions on the screen.

The [Go to Search] link, as well as the [More] dropdown, also allow you to navigate through the system.







×

📅 Home: 25Live Pro


Navigate to... ▲

- List
- Calendar
- Availability
- Search
- 25Live Scheduling

Preferences ▼

About ▼

For those that have used the previous version of 25Live (25Live Classic), you will notice the Pro application no longer has Tabs to navigate between Events, Locations, Tasks, Resouces, and Reports. If you were accustomed to going back and forth between tabs you can do the same with 25Live by opening the application on several tabs within your browser. Open one application of 25Live to Events, open another application of 25Live to Locations, another to Tasks, etc....

Online Help: On the top right-hand side of the 25Live site, click on the  link to go to documentation provided by Collegenet, the parent company of the 25Live application.