25Live Faculty/Staff Office Hours Reservation Instructions

Use this link to get to 25Live: https://25live.collegenet.com/pro/tacomacc#!/home/dash

Or

1. Log in to the TCC Portal
2. On the left side of the page, click the arrow next to "Campus Services" to show the dropdown menu
3. Click on "Room Scheduling and Conference Services"
4. A page will open that says Room Scheduling. Click on the "click here" to access 25Live link.

On the 25Live home page, go to the "Express Scheduling" block in the middle of the page.

EXPRESS SCHEDULING PROCEDURES

DATE and TIME- Select the date for your reservation. Select the starting time of your reservation (must be on the hour, not the half hour). The end time will automatically adjust to 1 hour after the start time selected. **(*Reminder- The only available time slots are between 7-9am, and 3-8pm and currently we are only authorizing 1 hour reservations per person*).**

EXPRESS LOCATIONS- Click on the dropdown menu and choose the location that you want to reserve. For faculty, please select a space labeled "Faculty Office Space", and for staff select a space labeled "Staff Office Space". If the preferred location does not show up in the dropdown box, that means there are no spaces available for the time you are requesting.

EVENT NAME- Type your first and last name and the actual office number that you will be in, if known. *Example:* Wayne Mask- 226.

CLICK "SAVE" AND YOU ARE DONE

- Please do not click on the "Open in Form" button.

Note: These spaces are set up for automatic approval, so once you click save, your space is reserved.

If you want to view availability before requesting space or to confirm that your reservation went through, please follow these steps:

1. On the Home Page, click on the "Go to search" button (it has a search glass next to it) near the top right of the page. A new page will open.
2. In the dropdown menu next to "Select Object", choose Locations.
3. In the dropdown menu next to Locations (it will probably say "Saved Searches"), scroll down towards the bottom and select "Location Office Search".
4. Click the "Search" button and the results will appear.
5. Right above the results, click on the "Availability" button. The current date results will appear.
6. If you would like to select a specific date, click on the current date to the right of the buttons (It shows the date with an arrow on both sides). This will open a calendar view and you can select the date you would like to view to verify there are open slots available.

Note: Please do NOT try to reserve your space from the Availability calendar. The system is not set up to reserve space this way. Use the Express Scheduling steps listed above.