CITY COLLEGES[®] OF CHICAGO

Requestors can cancel an event at any point of the process before the first date of the event.

1	Open City Colleges of Chicago webpage at <u>ccc.edu</u> . Click on Event/Room Scheduling under Faculty & Staff directory On Campus using CCC Internet:	Faculty & Staff Directories I Want To Colleges Academic Calendar Employee Portal OneDrive Academic Catalog Faculty Forms OpenBook AV Request HR Self Service Policies Brightspace Human Resources Schedule Events and Rooms CCC Alert Inspector General Schedule Events and Rooms CCCWorks Intranet Supportive Intervention Team Email my.ccc.edu Taleo Recruiting Employment at City Colleges Navigate Tenure Documents Event Calendar Travel and Expense Reimbursement Union Contracts Workforce Connects Zoom Zoom
	• Click on Sign In You should automatically enter the system. Or you will need to sign in using your CCC username and password.	E 25Live Pro Guest Sign In More
3	 The following Navigation Bar will populate. Click on 25Live Pro to populate the Dashboard. 	Event Form
4	Locate the Event from the 25Live Dashboard under Your Upcoming Events or Click on Go to Search .	Your Upcoming Events ^ Image: Sevents in which you are the Requestor Image: Sevents in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Or Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Scheduler Image: Sevent in which you are the Sc
5	Populate the Select Object of Events and Events You Have Requested.	Select Object: Events v Events You Have Requested v

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6	Click on the Event Name to open the Task.	List Calendar 2 Matching Tasks Event Y T Project S.A.F.E. Security Training #2 Test Appointment FYE
7	 Choose one of the following Event views: Details Occurrences Calendar 	Details Occurrences Calendar Task List Audit Trail
8	Click Request Cancellation. Enter a comment describing why you want to cancel the event.	Edit Event Request Cancellation C () Help
	END OF PROCESS.	