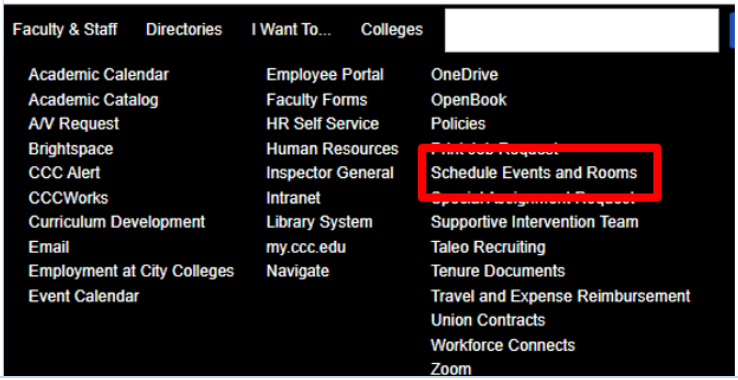
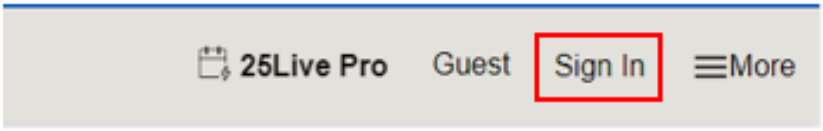
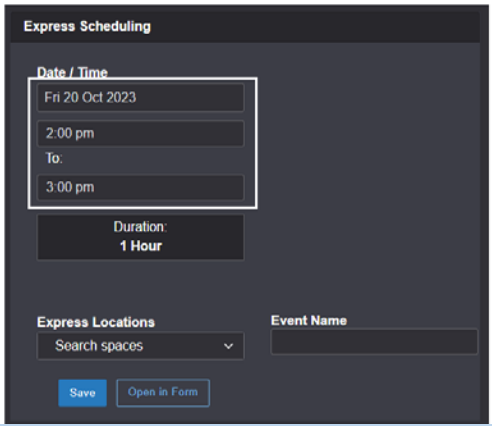
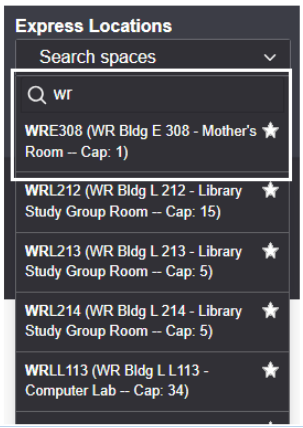
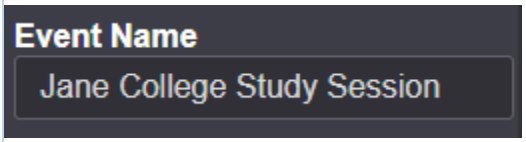
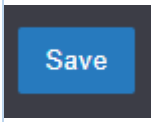
CITY COLLEGES OF CHICAGO

Using Express Scheduling

Requestors can use Express Scheduling for spaces that does not require staff approval.

Note: *If Requestor uses the Event Form to request rooms identified for Express Scheduling, the request will not be automatically confirmed. That function is only done through the Express Scheduling portal found on the Dashboard.*

1	Open City Colleges of Chicago webpage at ccc.edu. Click on Event/Room Scheduling under Faculty & Staff directory	
2	On Campus using CCC Internet: • Click on **Sign In** *You should automatically enter the system. Or you will need to sign in using your CCC username and password.*	
3	The following Navigation Bar will populate. • Click on **25Live Pro** to populate the Dashboard. • Do not click on Event Form for Express Scheduling.	
4	Click on the date to activate a calendar. • Choose the date. • Enter Start Time. • Enter End time.	

5	Place the cursor in the search box. Scroll down the list of options or begin by typing your campus code: • DA – Daley • HW – Harold Washington • KK – Kennedy-King • MX – Malcolm X • OH – Olive-Harvey • TR – Truman • WR - Wright	
6	Name your event.	
7	Click Save. You will receive a confirmation email to your CCC email account.	
	END OF PROCESS.	