## CITY COLLEGES

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 <u>ccc.edu</u> . Click on Event/Room Scheduling under Faculty & Staff directory	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       CCC Alert       Inspector General         CCCWorks       Intranet       Supportive Intervention Team         Curriculum Development       Library System       Supportive Intervention Team         Email       rmy.ccc.edu       Taleo Recruiting         Employment at City Colleges       Navigate       Tenure Documents         Event Calendar       Travel and Expense Reimbursement       Union Contracts         Workforce Connects       Zoom       Soom
2	<ul><li>On Campus using CCC Internet:</li><li>Click on Sign In</li></ul>	therefore the two test and the test and test a
	You should automatically enter the system. Or you will need to sign in using your CCC username and password.	
3	<ul> <li>The following Navigation Bar will populate.</li> <li>Click on <b>25Live Pro</b> to populate the Dashboard.</li> <li>Do not click on Event Form for Express Scheduling.</li> </ul>	Event Form
4	<ul> <li>Click on the date to activate a calendar.</li> <li>Choose the date.</li> <li>Enter Start Time.</li> <li>Enter End time.</li> </ul>	Express Scheduling Date / Time Fri 20 Oct 2023 2:00 pm To: 3:00 pm Duration: 1 Hour Express Locations Search spaces Open in Form

## CITY COLLEGES" OF CHICAGO

