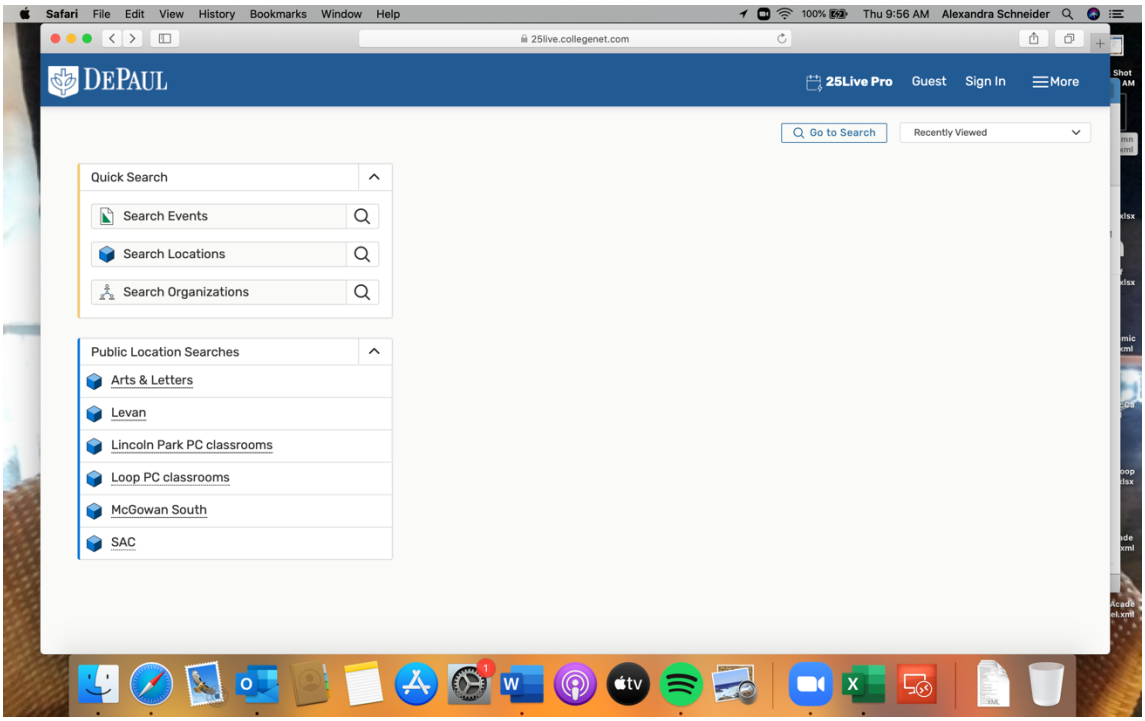
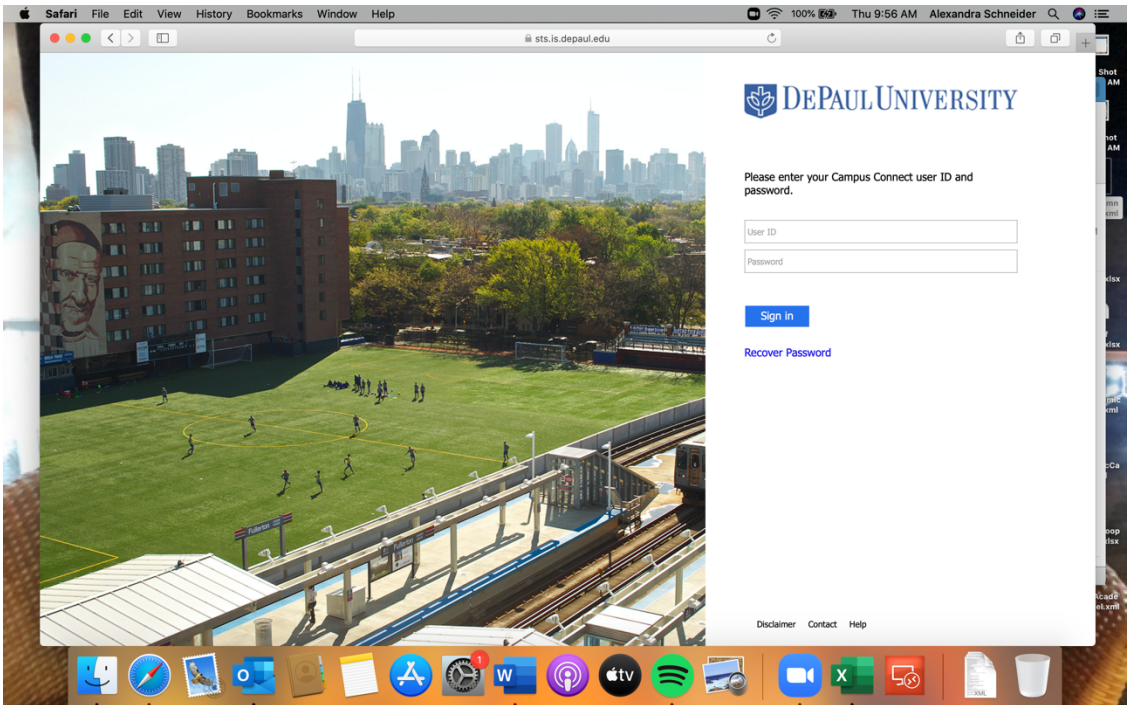
How to Submit a Zoom + Classroom Request on 25Live Pro

To begin, please go to Rooms.depaul.edu or https://25live.collegenet.com/pro/depaul

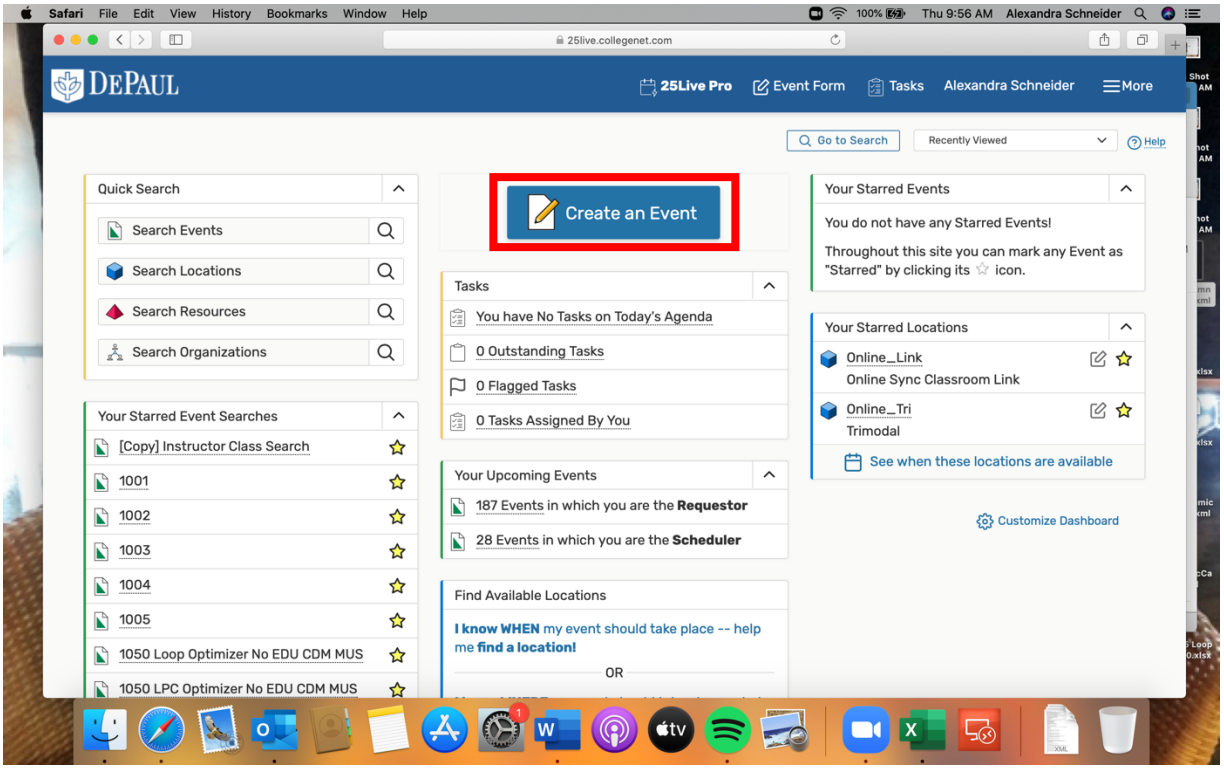
Click on "Sign In"



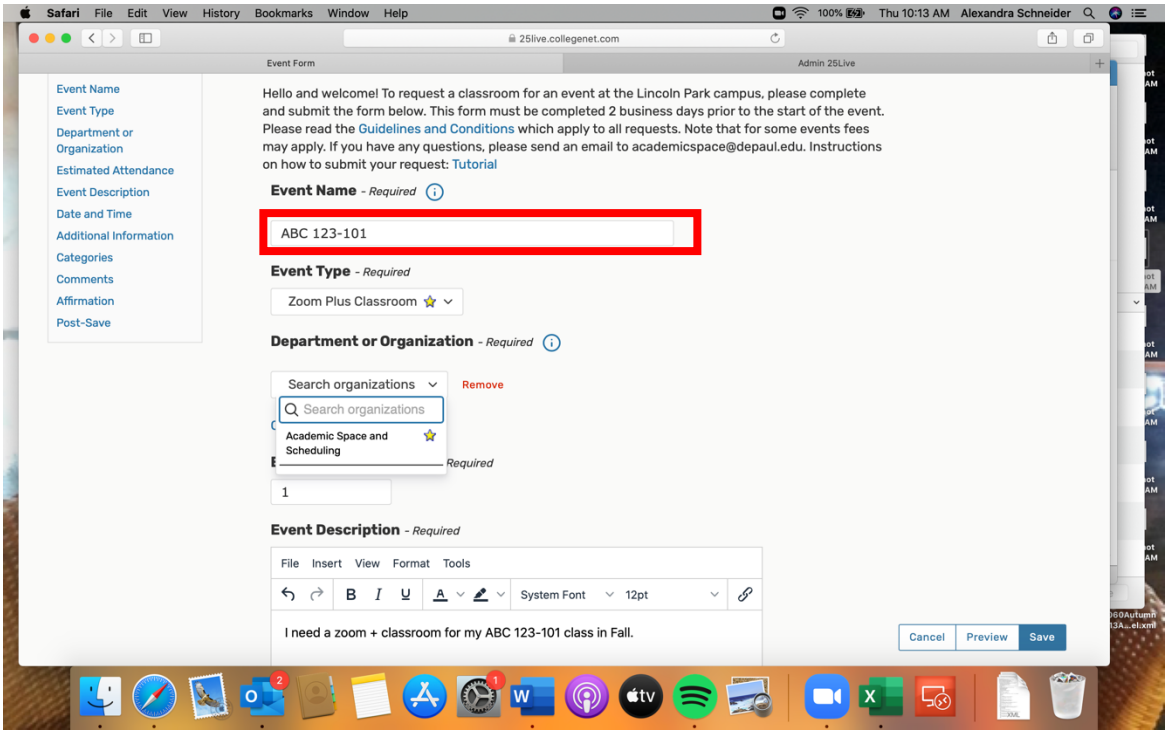
Please sign in using your Campus Connect credentials.



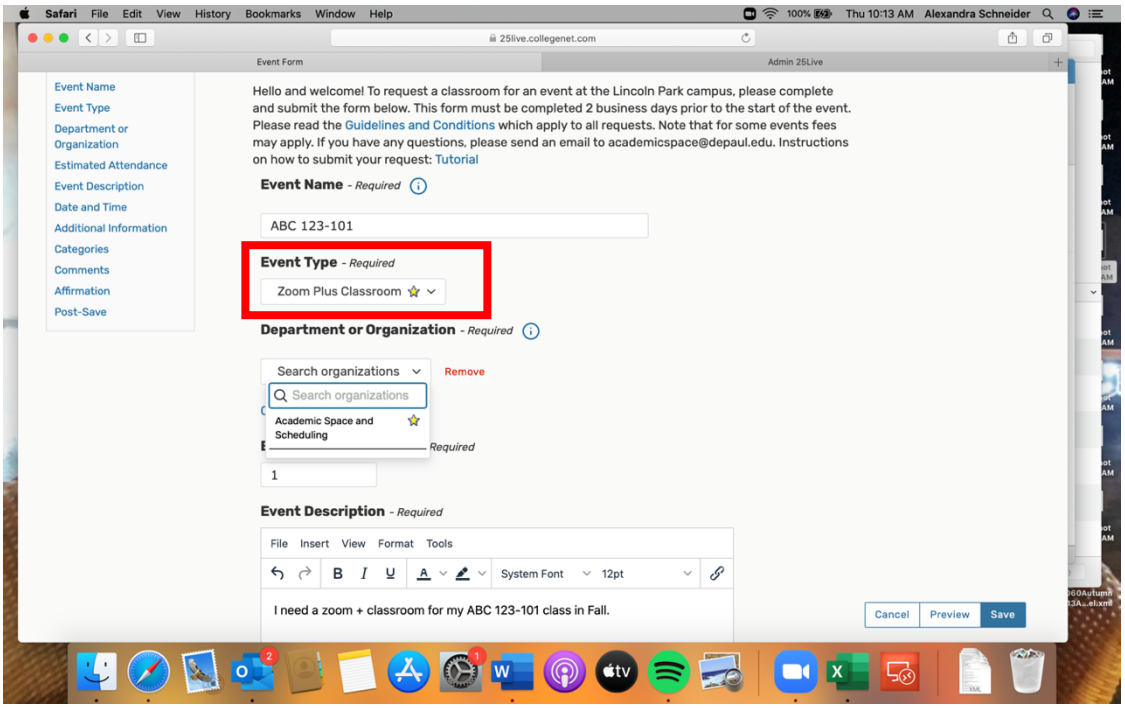
Click on “Create an Event” or “Event Form”.



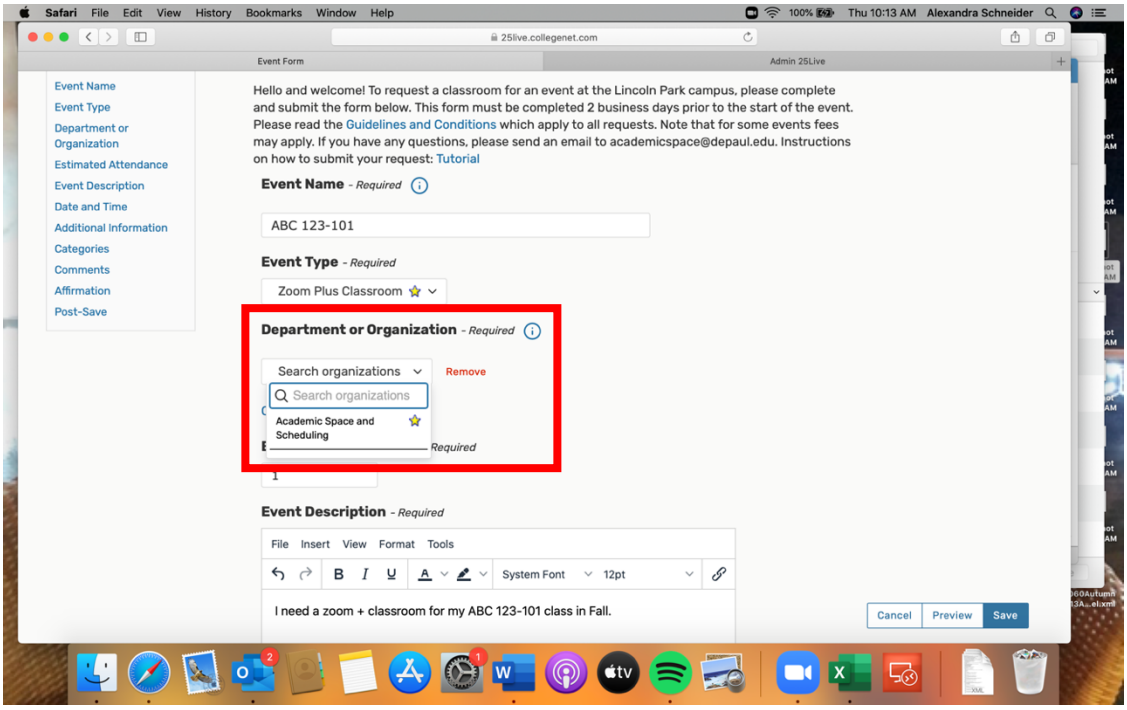
Provide the class and section information as the “Event Name”.



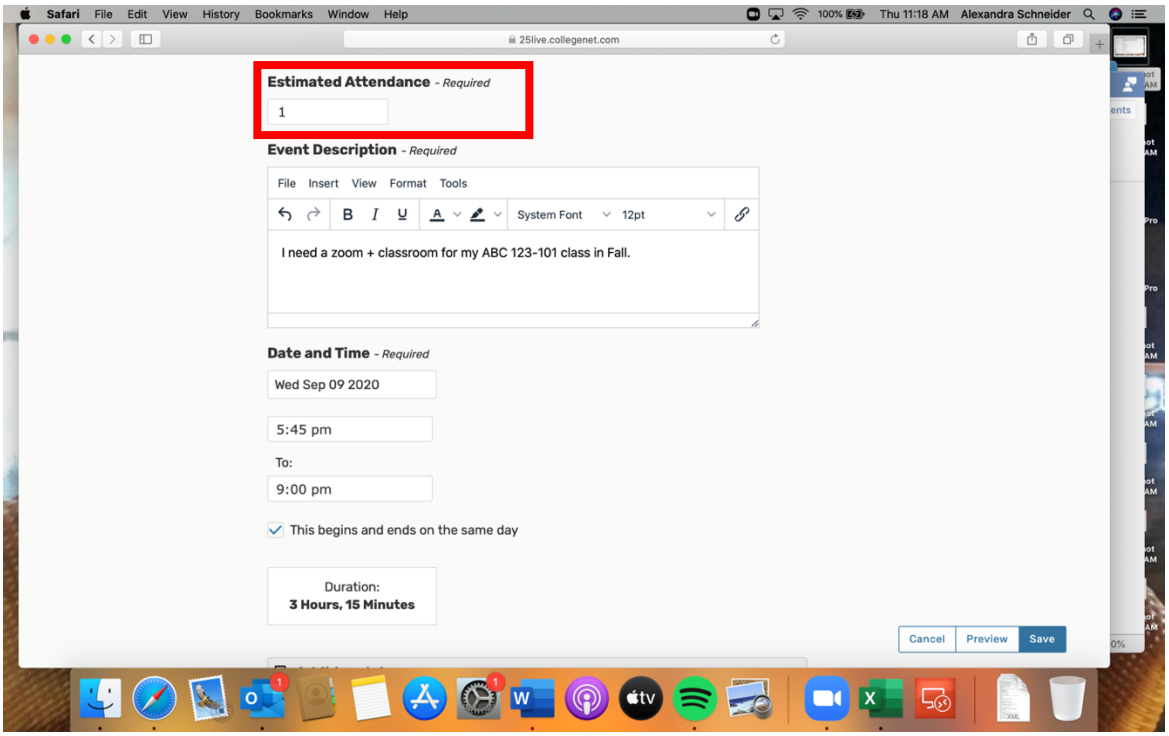
Choose the Event Type from the drop-down menu as “Zoom Plus Classroom”.



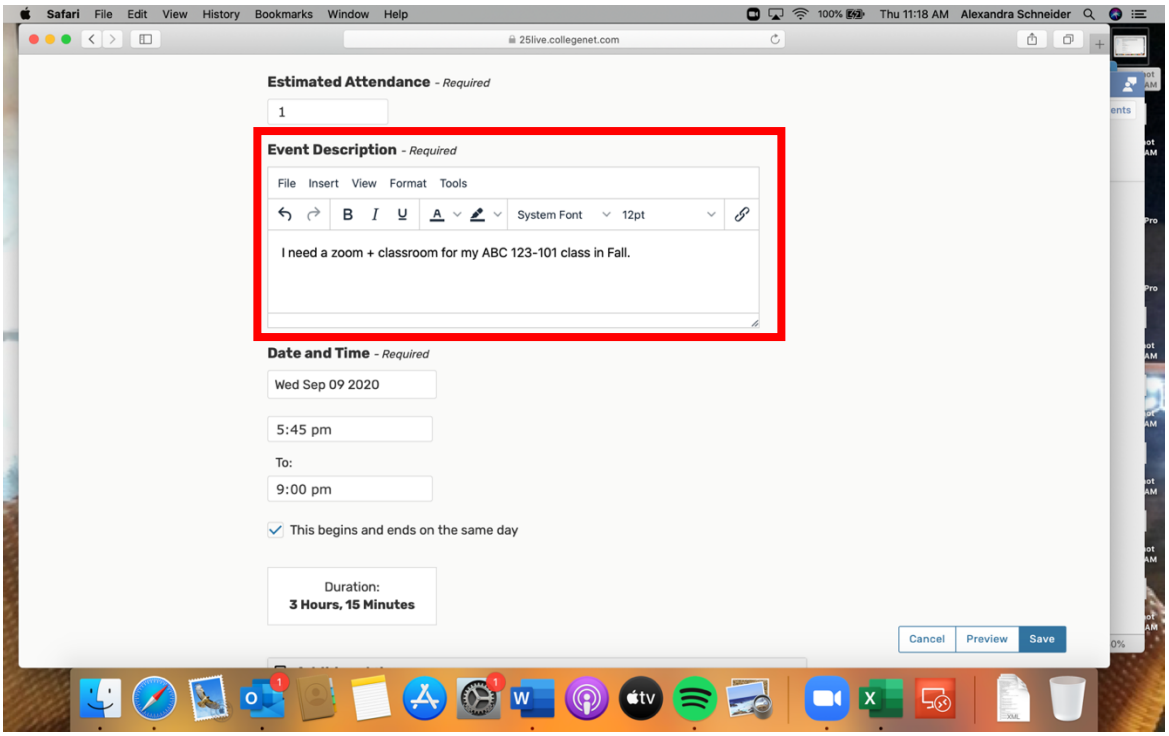
Provide your department from the drop-down menu. You can start typing the name and it will automatically populate.



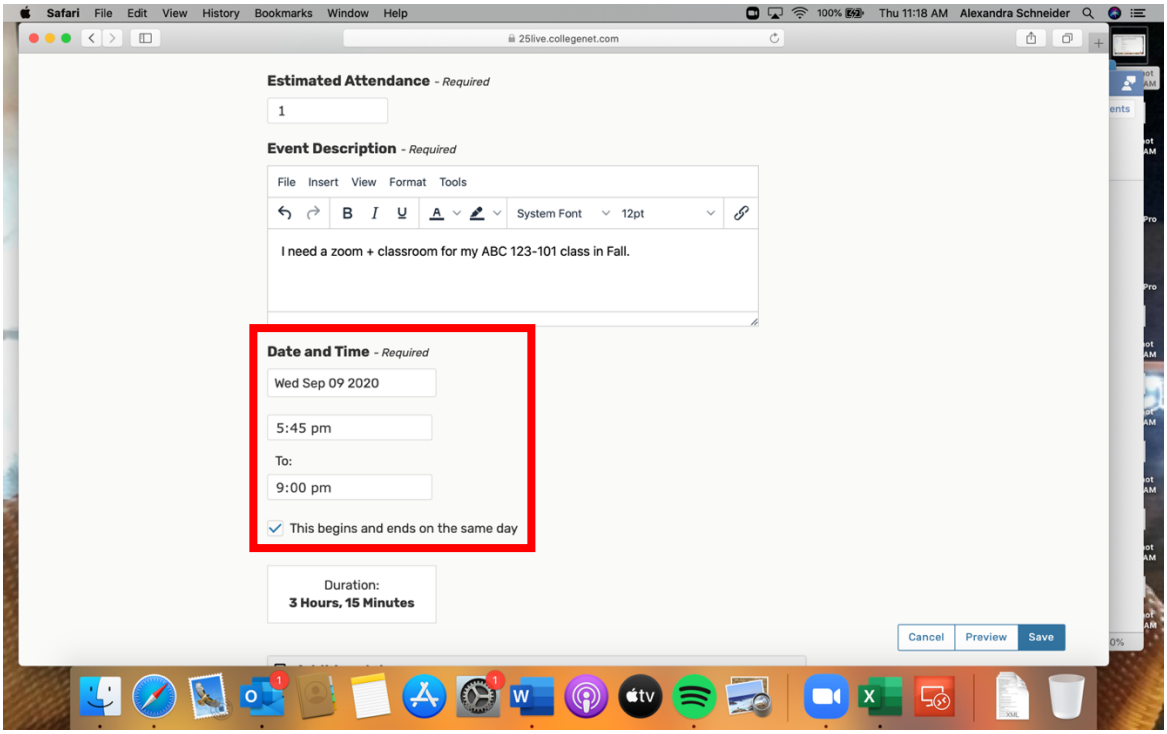
Enter your attendance as one (1)



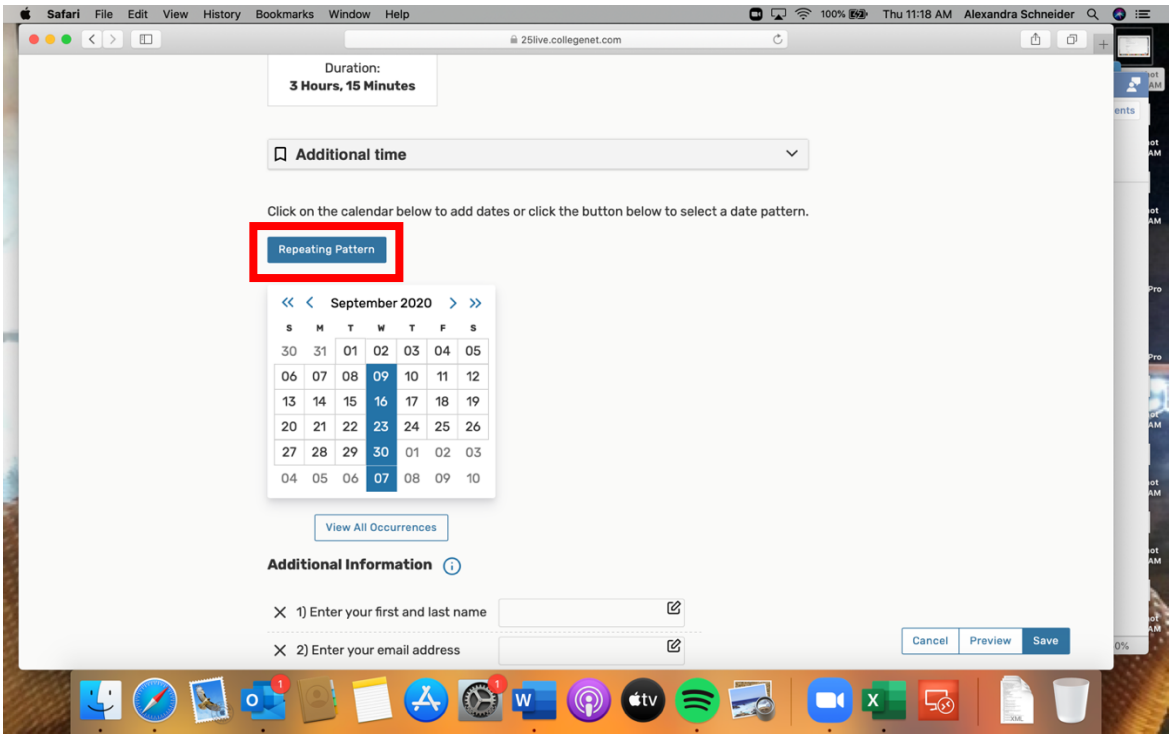
Write a brief Event Description (i.e. I need a zoom plus room for my XXX 120-101 class).



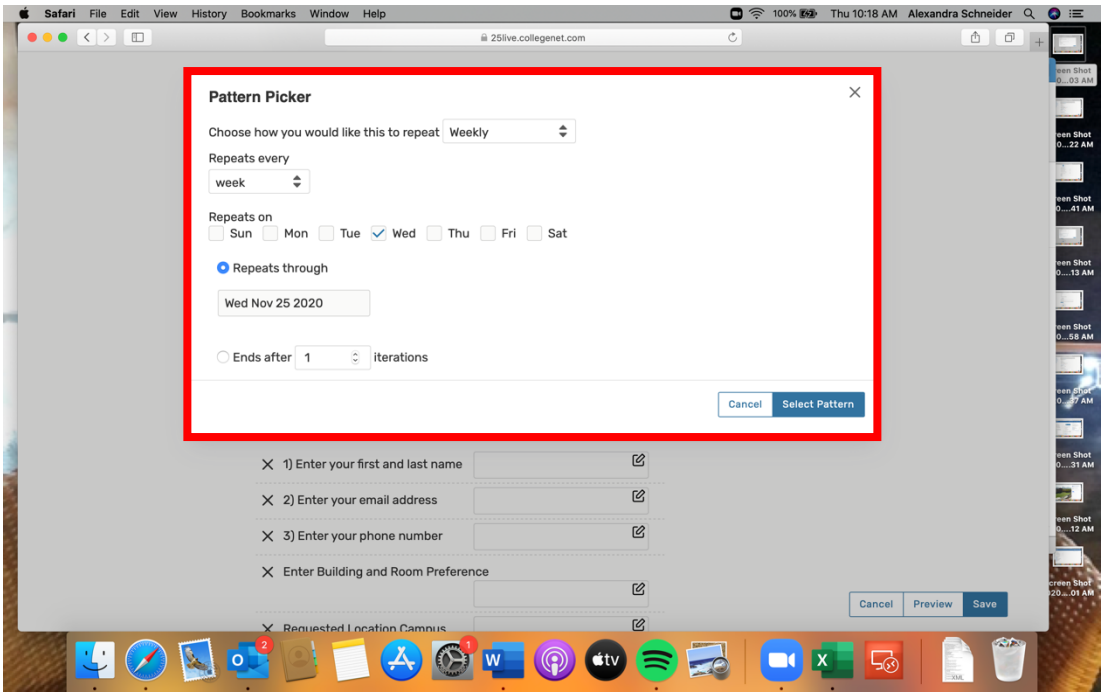
Enter the date and time for your first class.



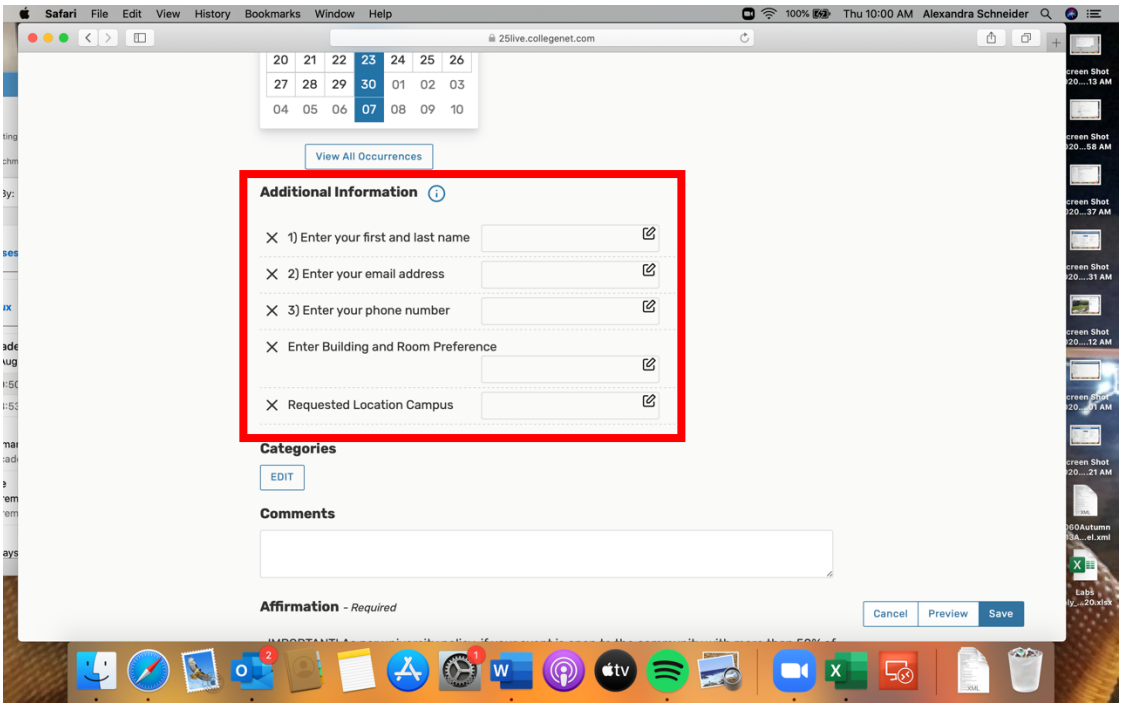
If you need the zoom + room for multiple days, click on Repeating Pattern and choose from the following options: Ad Hoc, Daily, Weekly, or Monthly. Weekly will be most frequently used for classes.



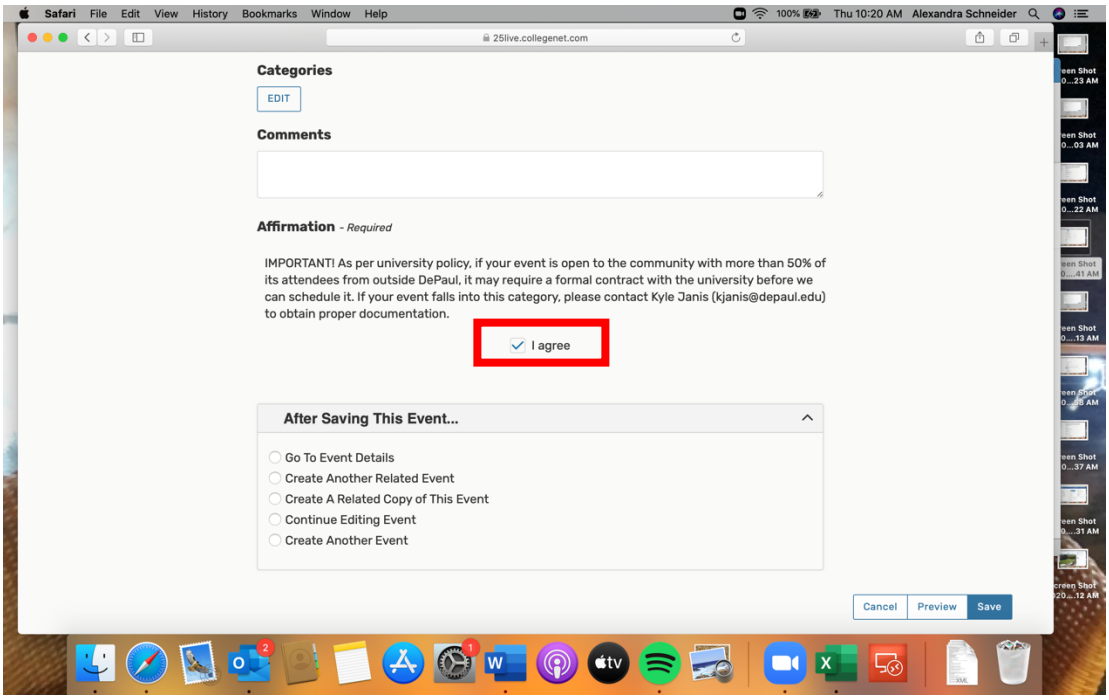
Weekly Repeats: Select the pattern listed below. After you have selected your repeat pattern and "Repeats through" date or iterations, click Select Pattern. The dates will be highlighted on the calendar.



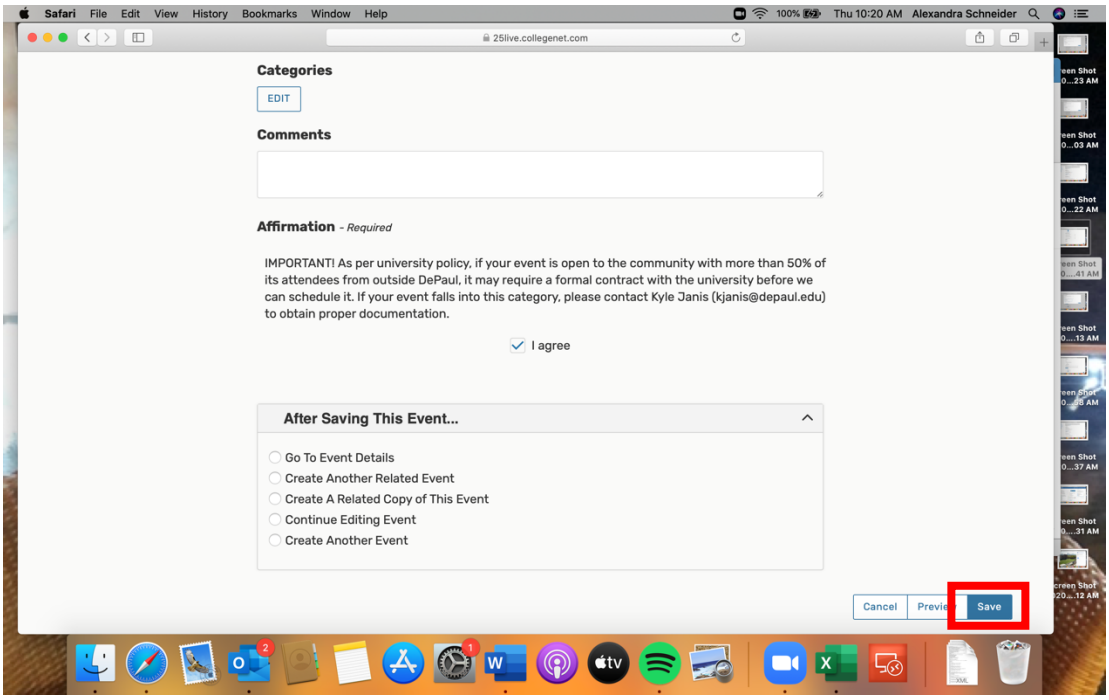
Enter your Name, Email Address and Phone Number. If you have a building or room preference, please enter it here. Enter Loop or LPC as the requested Location Campus.

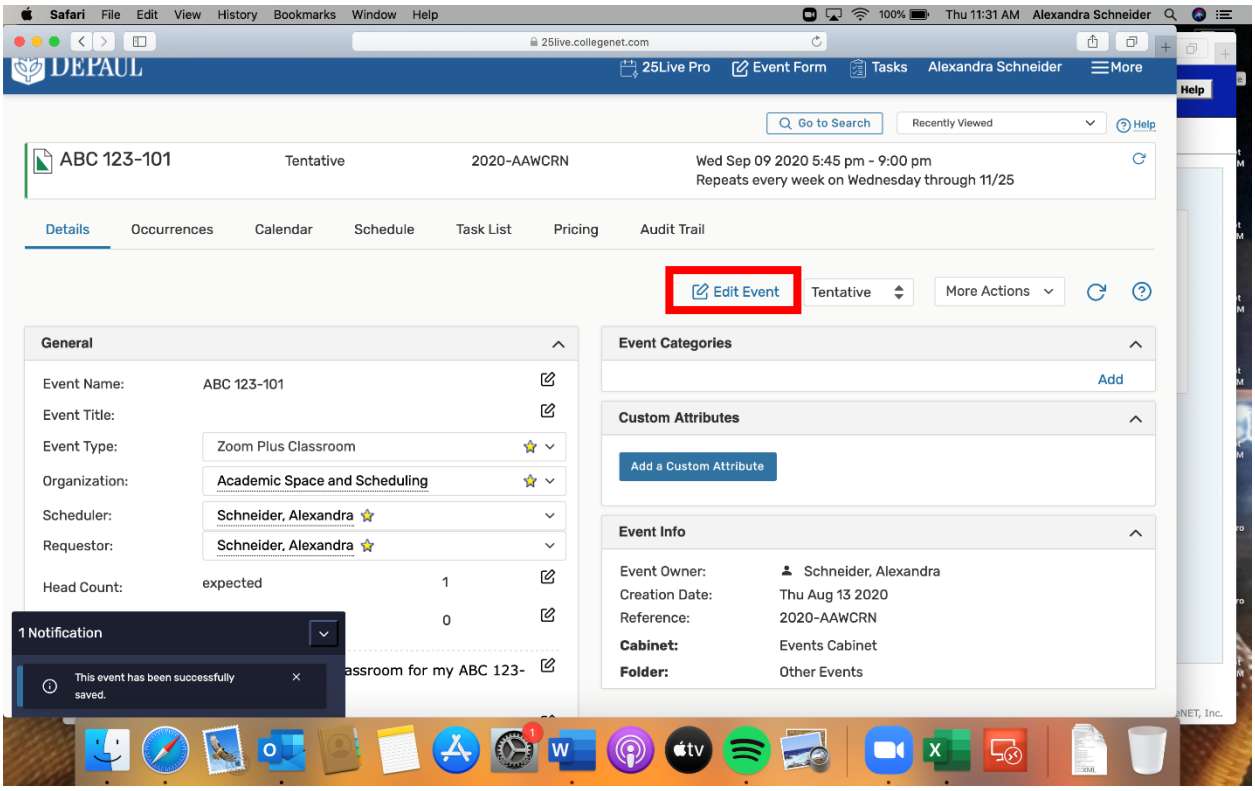


Click on “I Agree” to indicate that you have read and understand the University policies and guidelines for reserving a classroom.



Click Save to submit your request.



This is a confirmation that your request has been submitted. Please view the details of your event. This is your final chance to make edits. If you want to make any edits click “Edit Event”. You may email or print your event confirmation for your convenience.

You will receive an email from Academic Space with room details once it is confirmed within 3 business days.