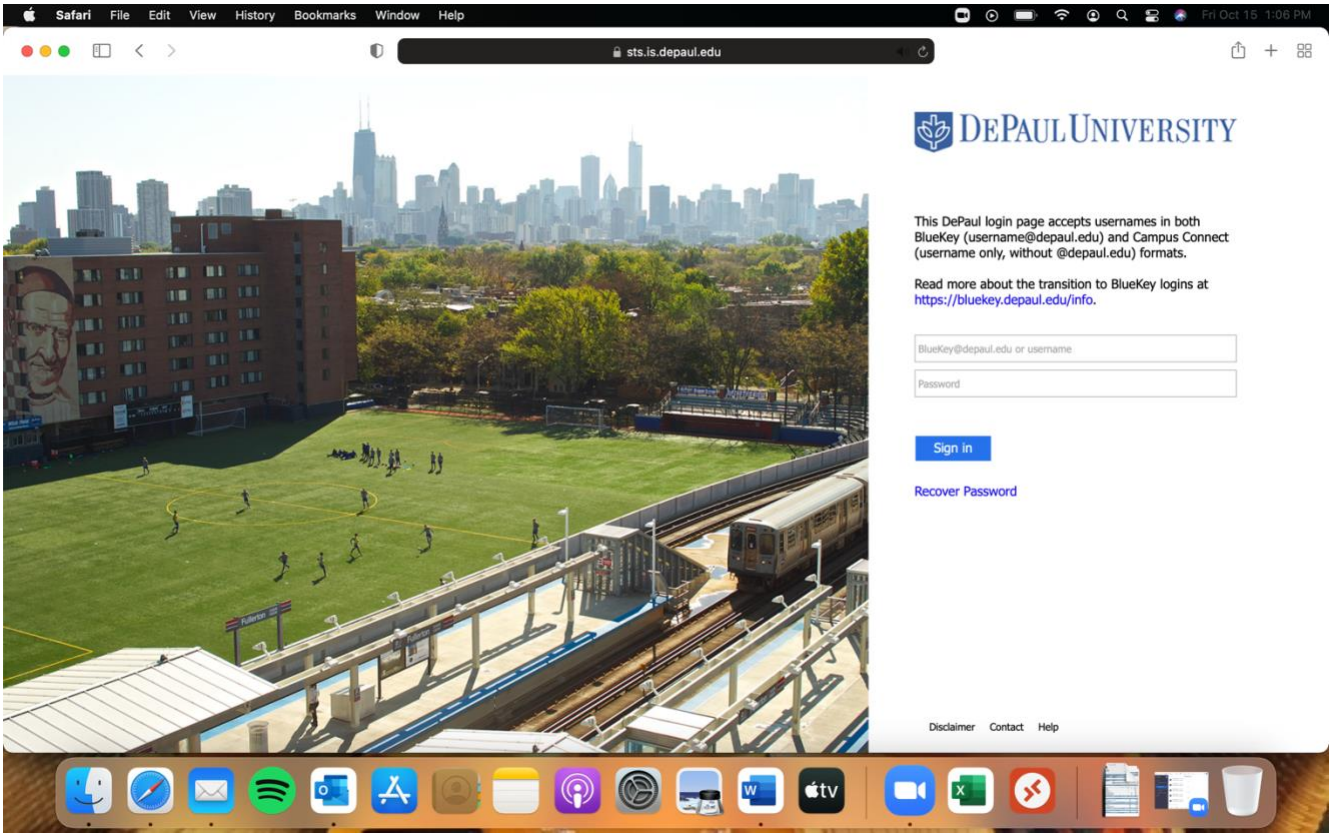
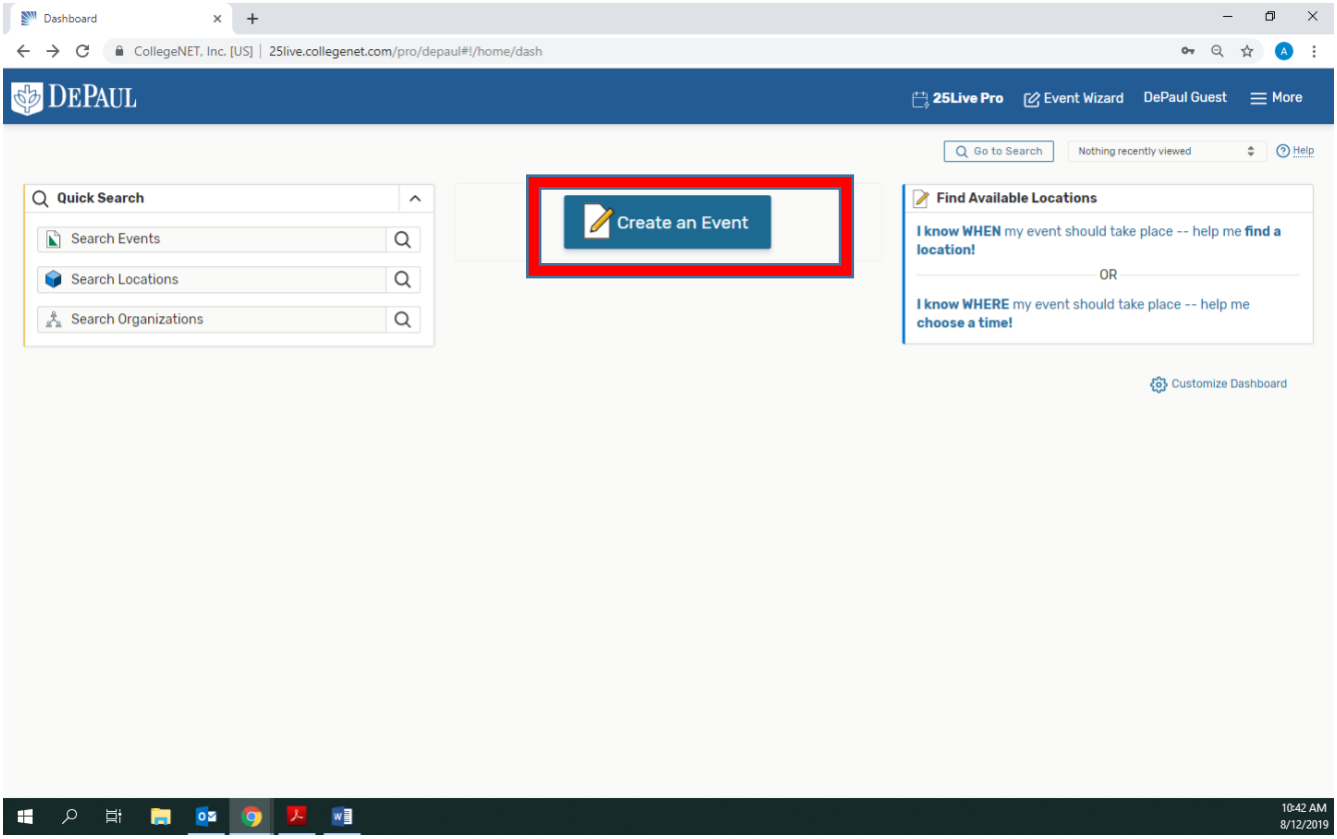
How to Submit an Office Request on 25Live Pro

To begin, go to https://25live.collegenet.com/pro/depaul.Please sign in using your Campus Connect credentials.

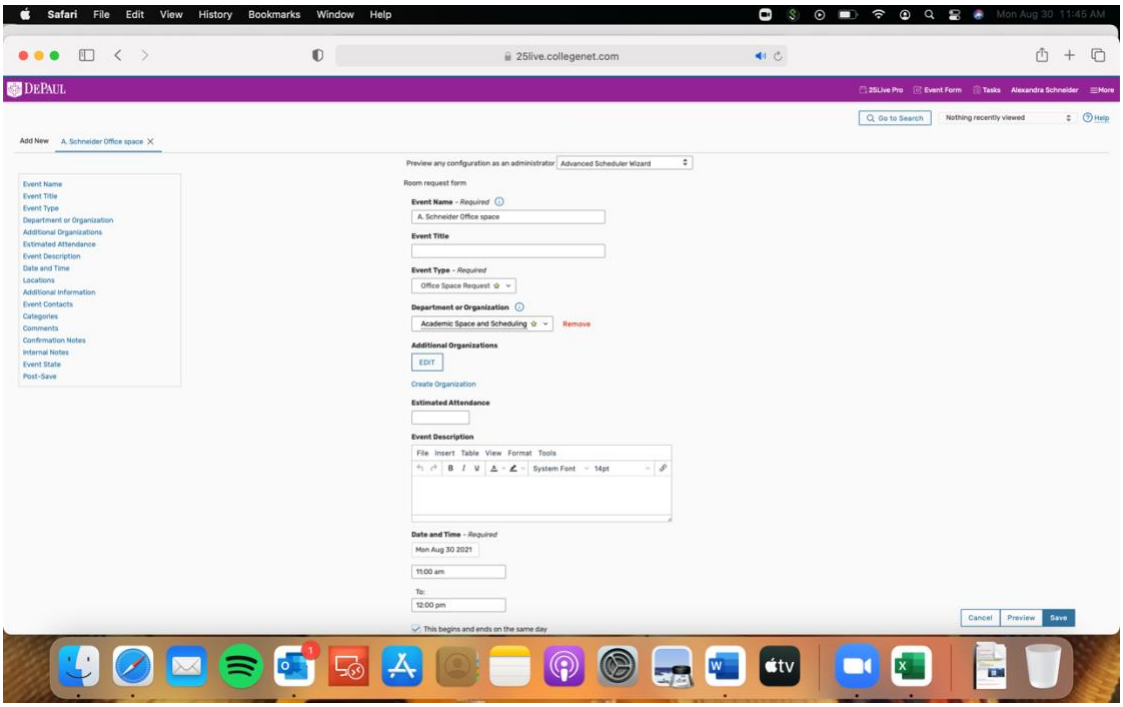


Click on “Create an Event”



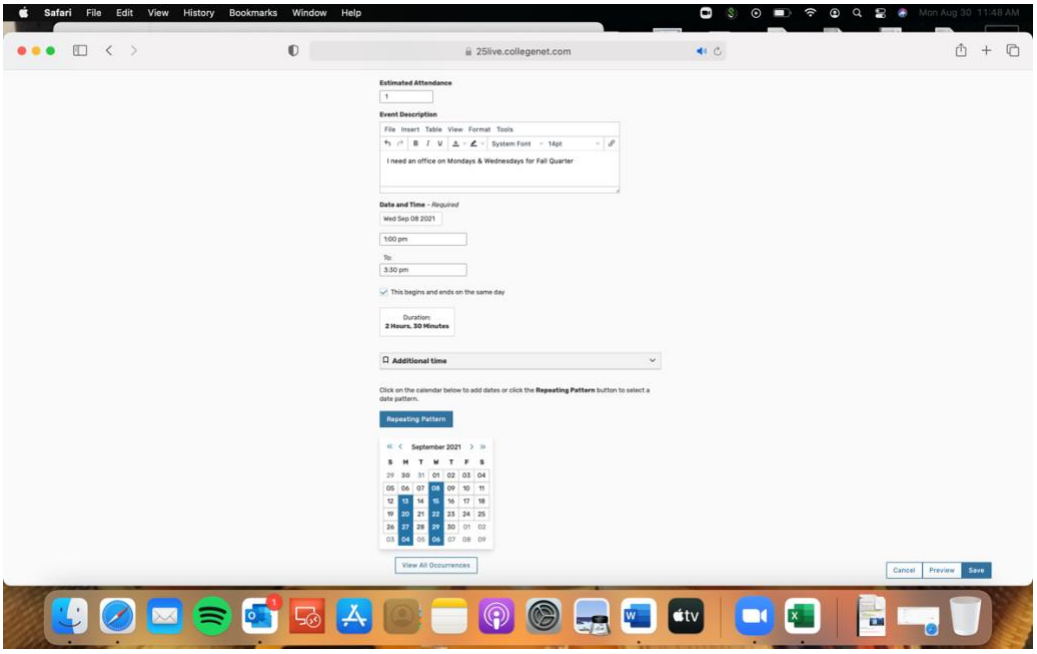
Provide an Event Name i.e. “A. Schneider Office Space” Choose the “Office Space Request” event type from the drop-down menu.

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



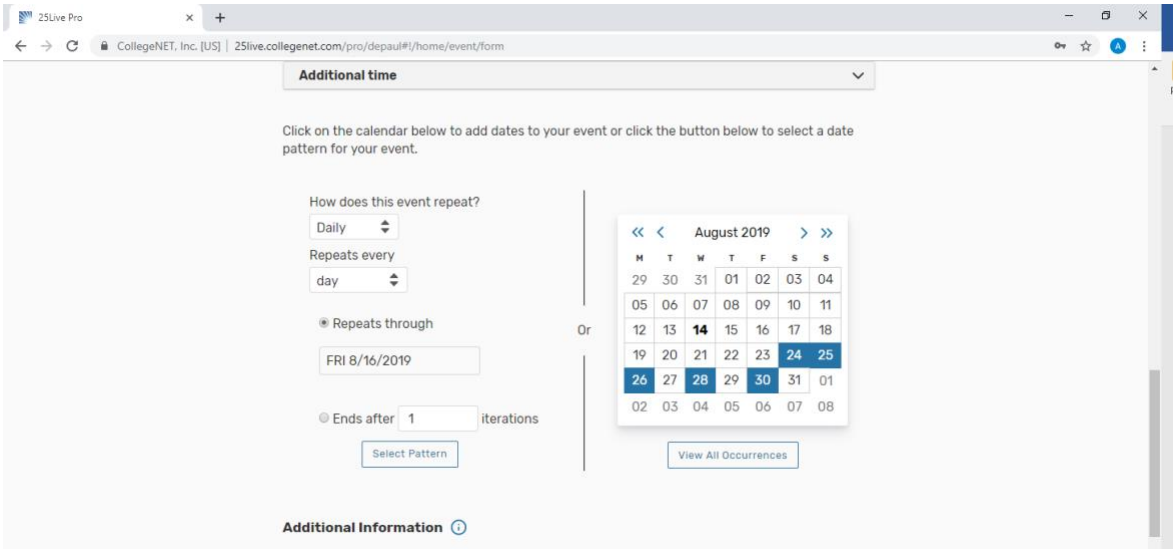
Provide an attendance number, if you are the only one that will be in the office you can put one (1).

Describe your intended use, i.e. I need an office space on MW. Enter the date and time for your event. If it is a repeating event, enter the first date only.

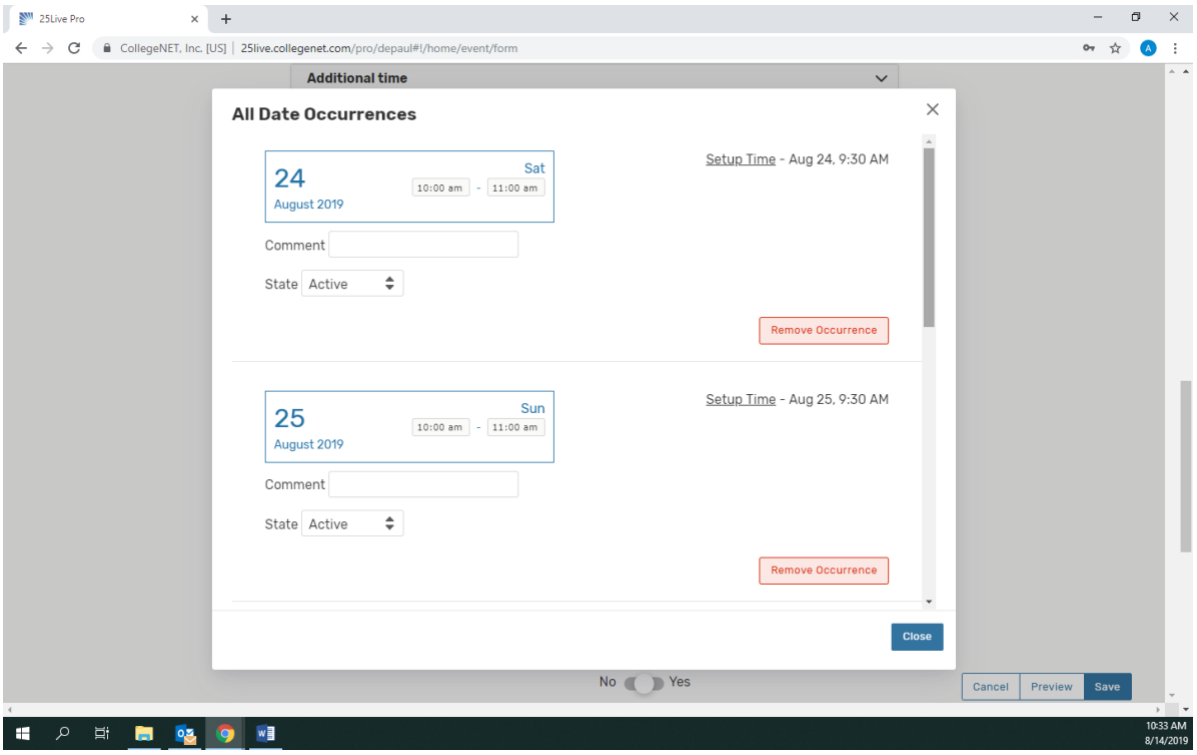


If your reservation repeats, choose from the following options: Ad Hoc, Daily, Weekly, or Monthly.

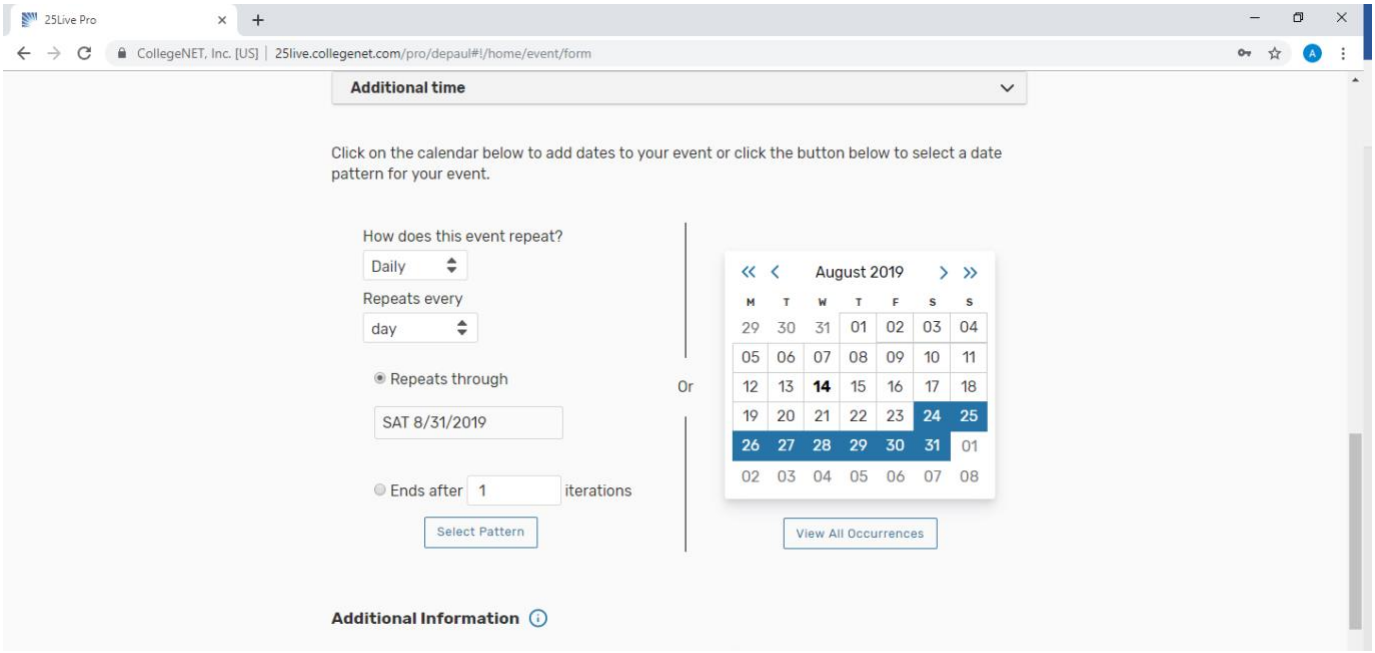
Ad Hoc Repeats refers to multiple dates with no pattern. If this applies to your event, choose all additional dates in the calendar. If you click the date twice, it will remove it.



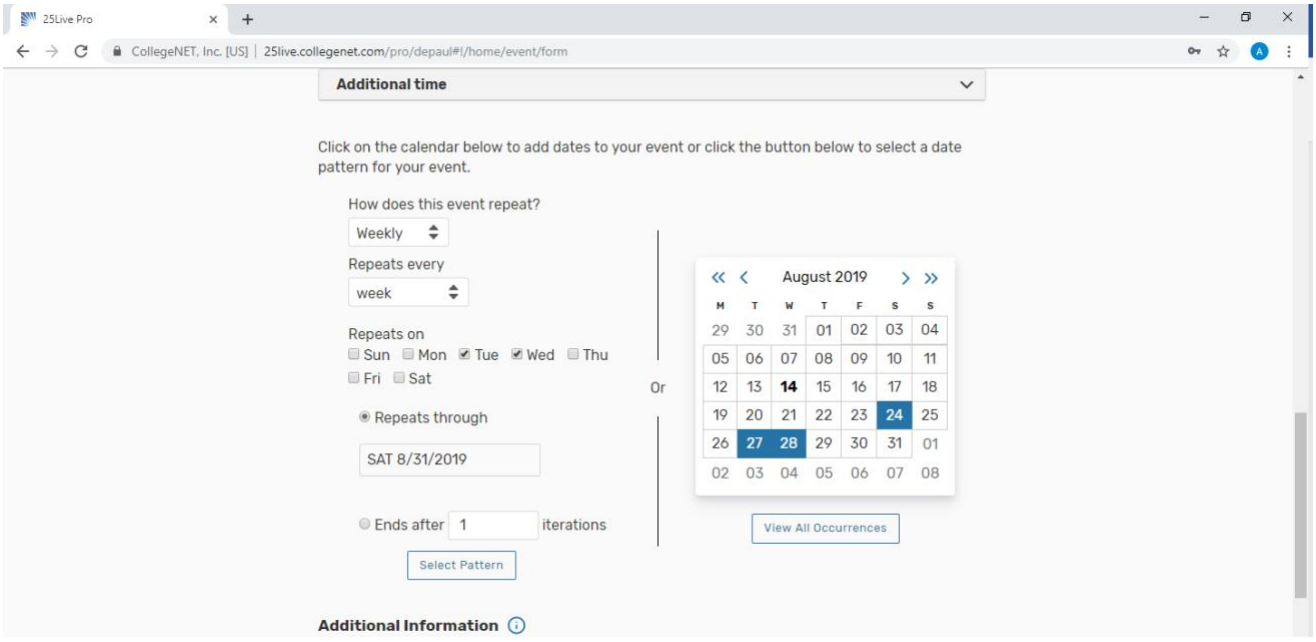
You can click View All Occurences to double check your dates or make changes.



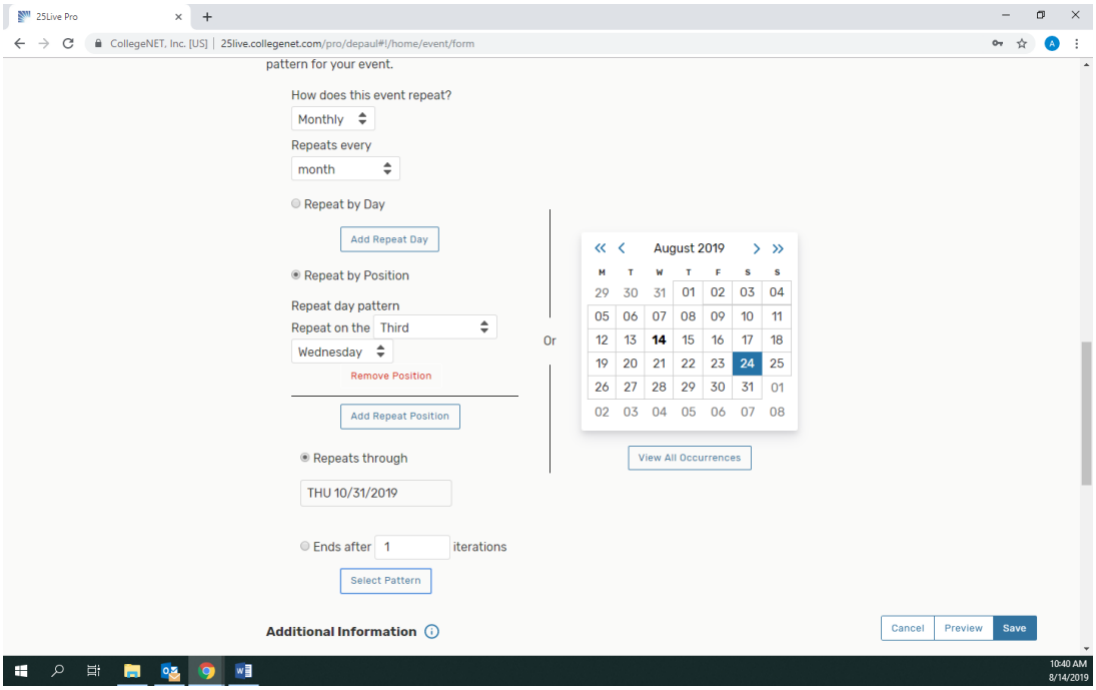
Daily Repeats: Patterns are listed below. Choose the one that matches your need. After you have selected your repeat pattern and "Repeats through" date or iterations, click Select Pattern. The dates will be highlighted on the calendar.



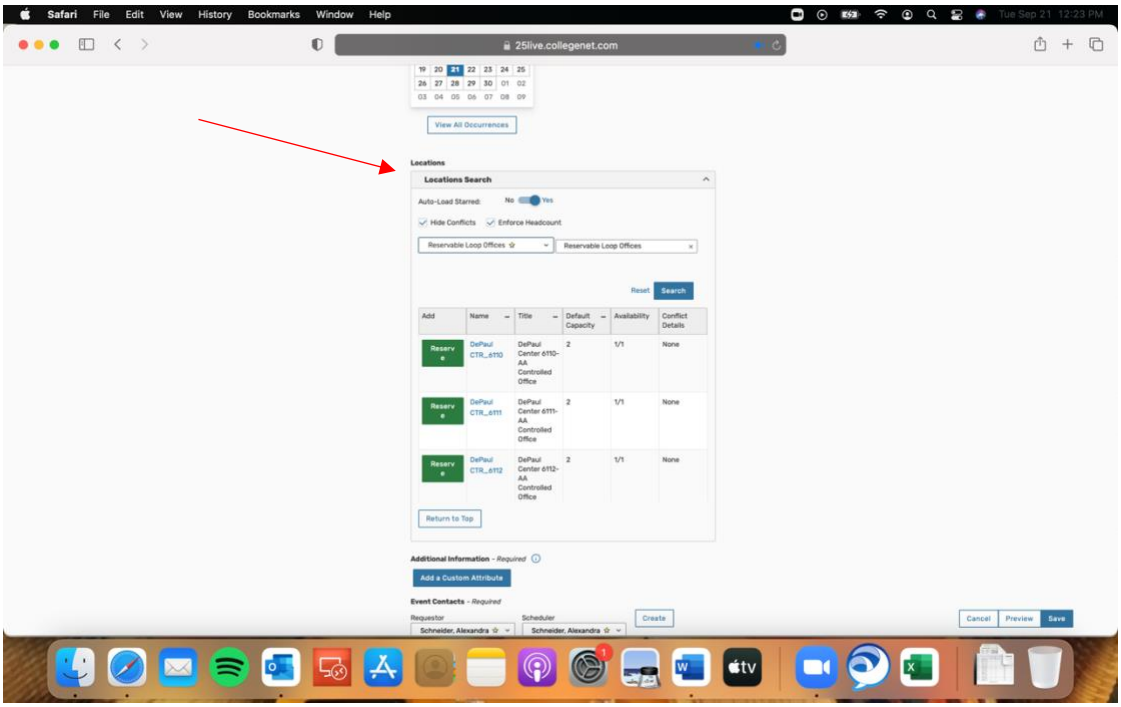
Weekly Repeats: Select the pattern listed below that corresponds to the pattern of your reservation need. After you have selected your repeat pattern and "Repeats through" date or iterations, click Select Pattern. The dates will be highlighted on the calendar.



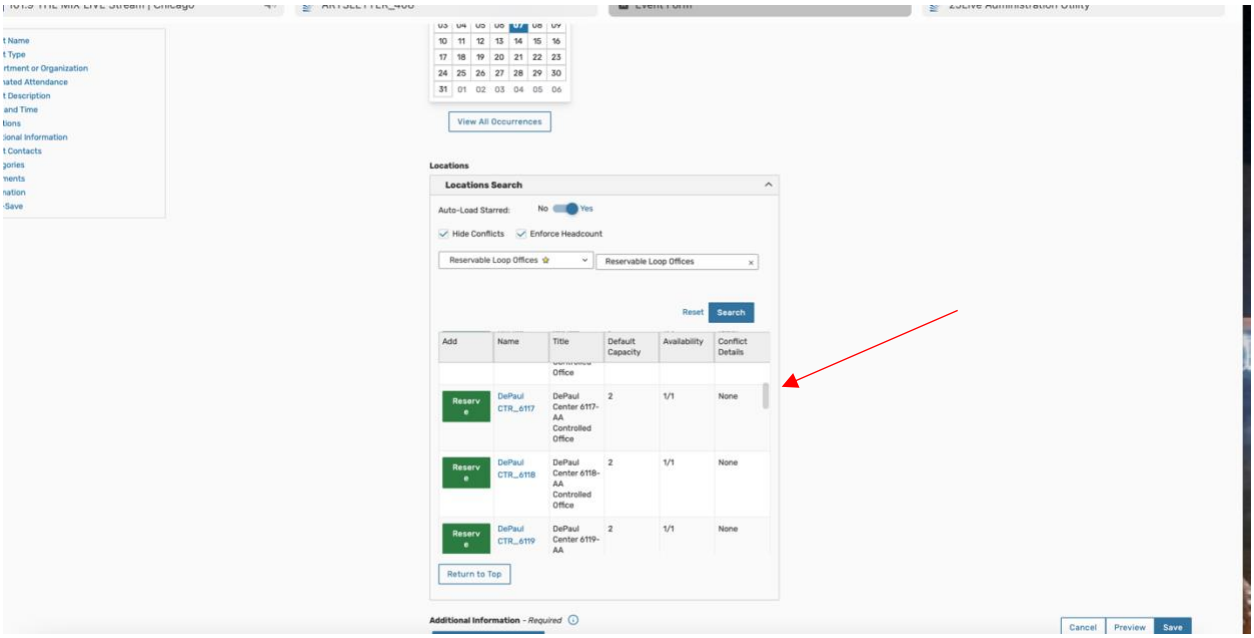
Monthly Repeats: Select the pattern listed below that corresponds to the pattern of your event. After you have selected your repeat pattern and "Repeats through" date or iterations, click Select Pattern. The dates will be highlighted on the calendar.



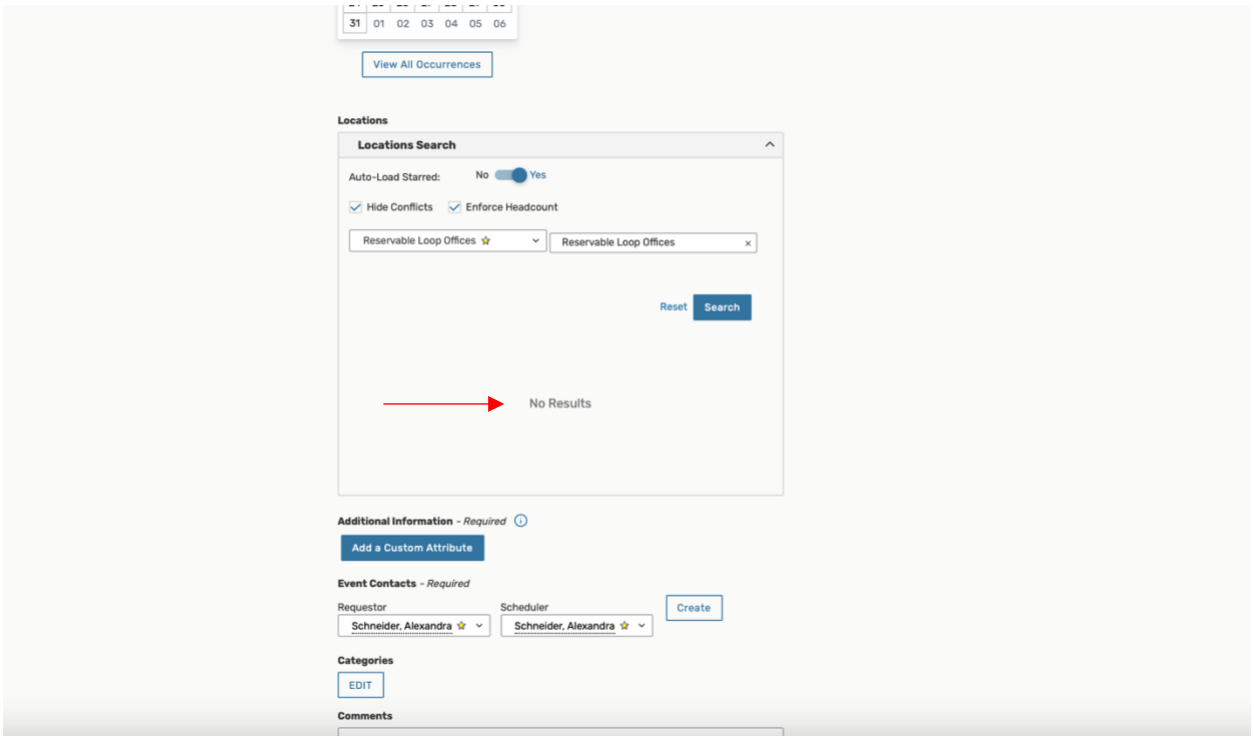
Locations: Click on the drop-down menu under locations and choose "Reservable Loop Offices" under Public Searches". If you have a preference, you can click on Request next to the available office you prefer. If you do not have a preference, you can choose one of them that is available at your given time or leave it blank and we will choose an available office for you.



If there are multiple offices available during your request dates/times, you will be able to scroll within the location search to see all the available offices.



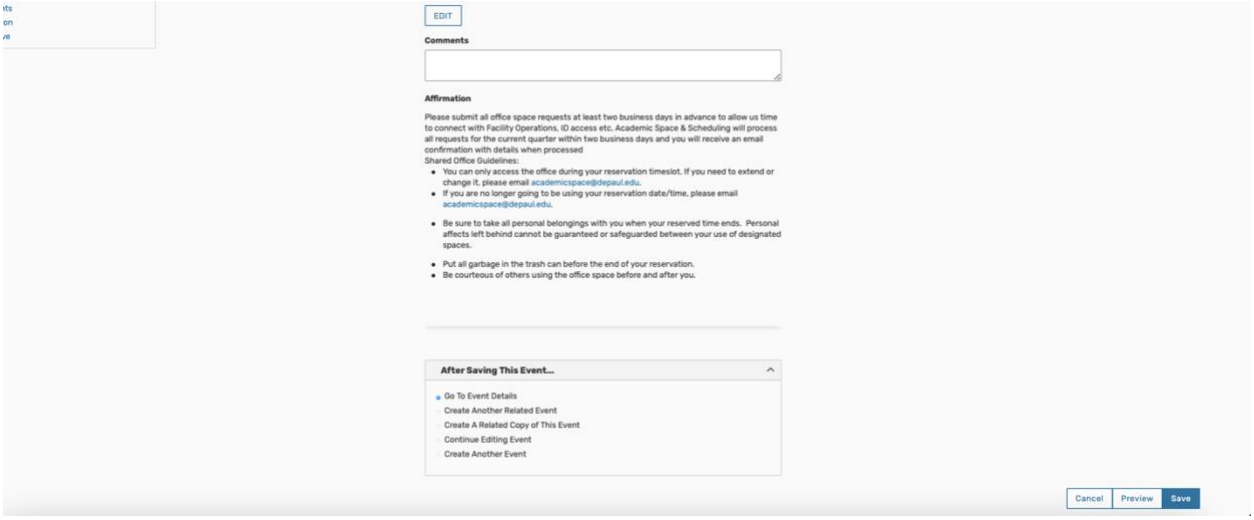
If there are not any offices available during your requested dates/times, it will say “No Results”. You can email AcademicSpace@depaul.edu and we can see what we can do to help secure an office space.



Your name and email address will auto-populate in the requestor field from Campus Connect.

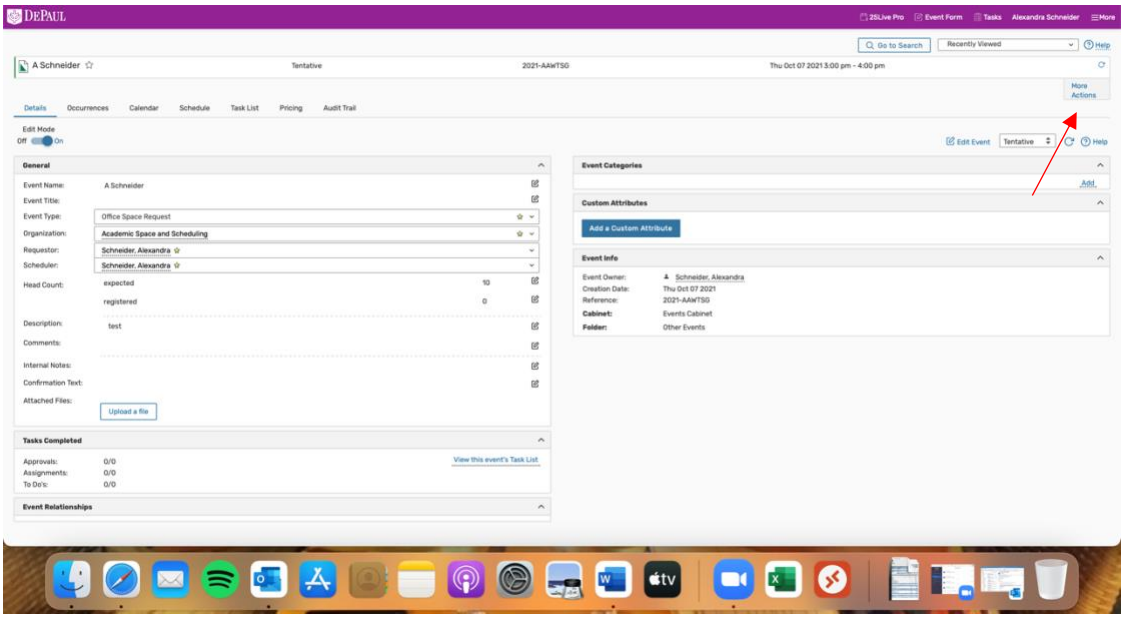
Enter additional comments, if applicable.

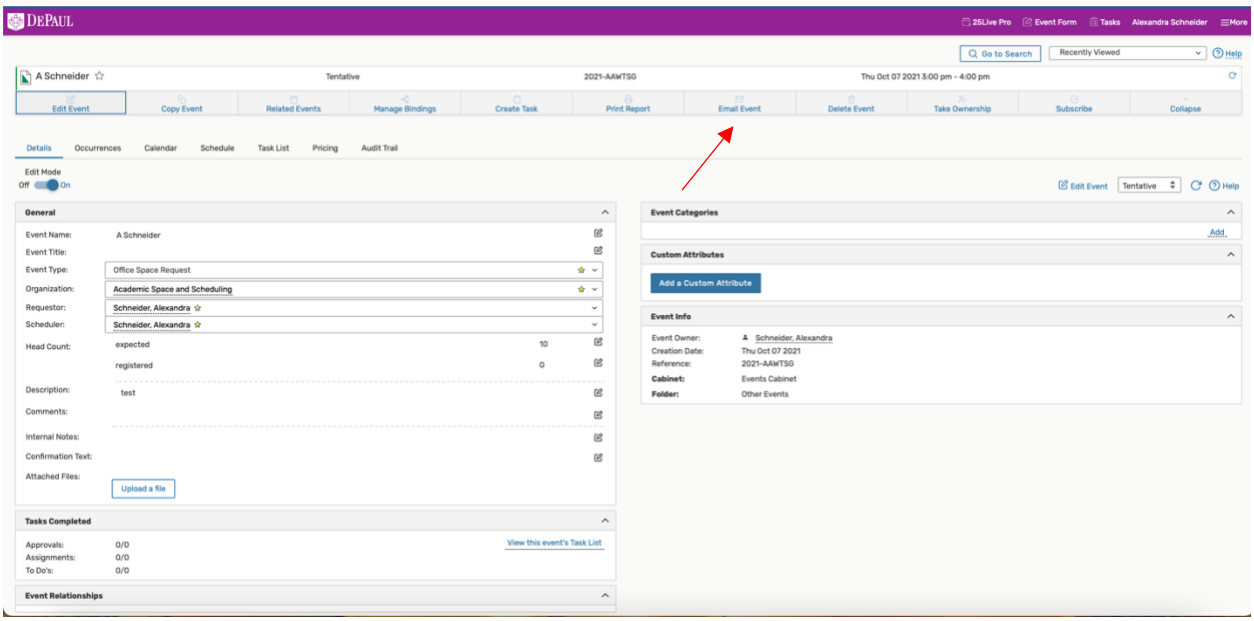
Please read the Affirmation explaining our scheduling process and the shared office rules.



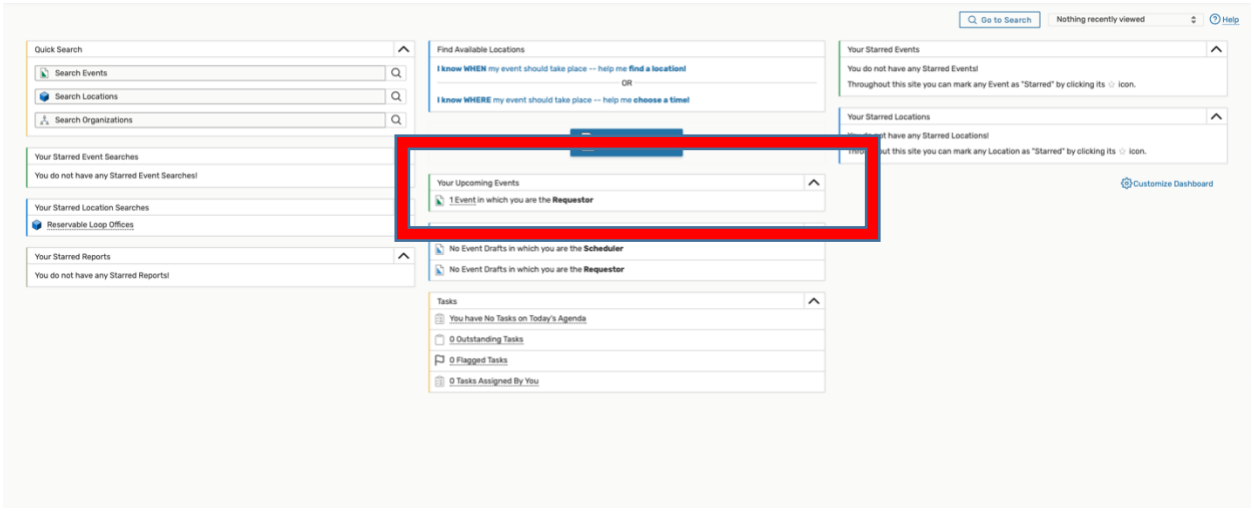
Click Save to submit your request. After it is saved, you have the option to email yourself the request. Click on More Actions, then Email Event Details.

Otherwise, you will receive a confirmation email once it is processed and approved.





If you need to Edit your request, when you log back in you will see “Your Upcoming Events”. You can click that and you will be able to edit any events.



You will receive a confirmation email with details once it is processed and the request is approved.