SIGN IN  Using Google Chrome, go to `schedulepro.risd.edu`. Sign in using your RISD username/password. Do not include @risd.edu. For assistance with your ID or password, contact the IT Service Desk.

CHECK AVAILABILITY  Click `More` then choose Availability to access the grid. The view consists of three main parts:

1. **Availability Toolbar** Use the dropdown to select locations. Use the arrows on either side of the date, or click on the date to reveal the calendar.

2. **Locations** Rooms are shown on the left sidebar with the option to star your favorite spaces. Click or hover over the room hyperlink for additional details.

3. **Hour Display** Click `>` to adjust the hours displayed along the top of the grid.

Legend  Click the `Legend` button to the color codes shown in the table.

View Options  There are three view modes in the availability grid:
- **Overlapping** Events display on the same row for each location
- **Separated** Events display on multiple rows for each location
- **Edit Mode** Allows you to change the date and time for events in which you are the requestor by dragging the event’s colored block to any available grid square.

Create an Event  If the Create Event `>` icon appears, click once to open a new request for the date, time and location.

SIGN OUT  Close your browser to sign out of 25Live. Log out will occur at that time. A log out button is not available due to single sign on.