



SIGN IN

Using Google Chrome, go to: schedule.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.

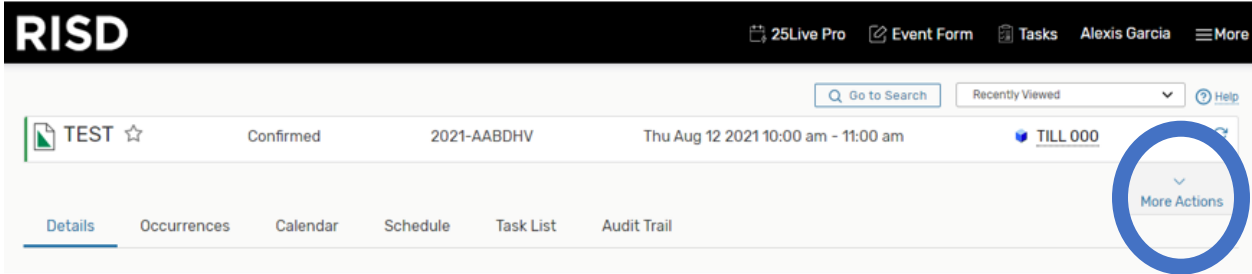
SIGN OUT

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.

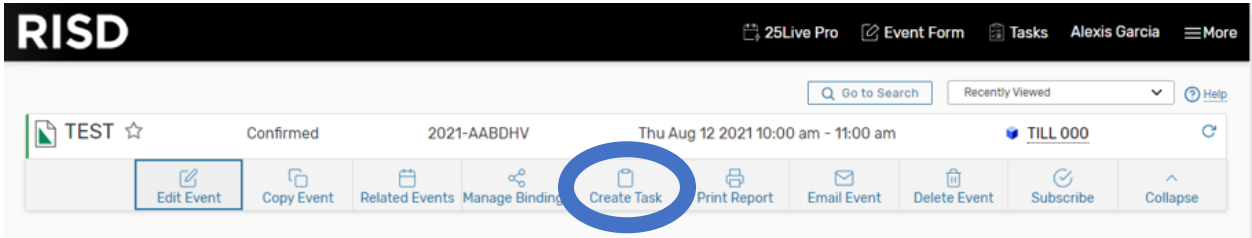
ASSIGNING A TASK

If you would like to assign a “to-do” item to another user in regards to an event, you can create a task.

From the Event page, click the “More Actions” drop down. (pictured below)



From there you will click “Create Task” (pictured below)



From the “Create task section, you can name your task, comment to add any additional relevant details, choose who you are planning to assign the task to, and set a due date for when you would like it to be completed.

To choose who you will assign the task to click “Edit” (Circled in the picture below)

Once the task has been assigned, the chosen recipient will then receive a notification that they have an outstanding task in 25Live. Once the recipient has marked the task as complete, you will receive an email.

RISD 25Live Pro Event Form Tasks Alexis Garcia More

Go to Search Recently Viewed Help

TEST Confirmed 2021-AABDHV Thu Aug 12 2021 10:00 am - 11:00 am TILL 000

Edit Event Copy Event Related Events Manage Bindings **Create Task** Print Report Email Event Delete Event Subscribe Collapse

Create Task X

Task Name:

Comment:

Assigned To:
EDIT
Garcia, Alexis

Due Date:
Thu Aug 12 2021

Assigned By:
Garcia, Alexis

Create