Getting Started with 25LIVE

For the best experience in 25LIVE you should use Firefox browser (or Chrome). All UST Assets have Firefox installed.

The Firefox icon looks like this: ![Firefox Icon](image). If it is not on your desktop or start menu, you can locate it in your program listing. From the start button ![Start Button](image) (lower left of your monitor) click and select “All Programs”. Find the Firefox Icon and right click, select the location you want your short cut to be. **Pin to Taskbar** will place the icon on the bottom of your monitor like this:

![Firefox Icon on Taskbar](image)

**Pin to Star Menu:** will place the icon here:

![Firefox Icon on Star Menu](image)

**SEND TO** will allow you to pin it on your desktop if you would prefer this location.
Next you will want to set up your FireFox instance to Clear Cache when closing. This will assist in getting all updates from CollegeNET each night and after a large Upgrade to the system.

To do this click on the open icon in the upper right of an open FireFox page.

Under History use the drop down to select

Check the options as shown then click on Settings button:

At minimum the box for Cache should be checked: best settings would be to check as shown.

Click [OK]
I also recommend you set your bookmarks to assist in quick access to 25LIVE and resources on Campus Scheduling Services web page. To do this you will need to turn on the bookmark toolbar. Click on the Bookmarks Icon on the top, select Bookmarks Toolbar, and select View Bookmarks Toolbar.

Navigate to the University of St Thomas’s Home page [www.stthomas.edu](http://www.stthomas.edu)

Select the A-Z Index in the purple band, select “C” for Campus Scheduling Services. From here you will want to open the area the best fits your needs. If you are an Internal Event Planner, a Student Club Member, a Gatekeeper or from Operations.

*Note: if you are a department’s student assistant, you will need to have your manager contact the System Admin to grant you, as a student or grad student, permissions to internal department access.*

I recommend you also click on the “Recourses” link under your area as this is the page you will return to most frequently.

From this page, once loaded, you simply click and drag from the tab’s icon to the tool bar area.

As you can see I have several favorites saved on my Bookmark Toolbar for quick access.

You will notice that the Campus Scheduling Service page will pin with “University of St Thomas” showing. You will need to right click on the bookmark, select properties and overwrite the Name field or simply remove the University of St Thomas from the current name.
Next I would add a 25LIVE button so that you do not need to navigate to UST home page, News Events and Directories or Tools each time you need to access the system to submit a new request or check the status of a pending request.

In the Recourse section you will see the icon on the right, click this to get to the log in page.

Grab the icon and pull it down to the Bookmark Tool Bar, this one will not need renaming as it will save as 25LIVE.

Close your Firefox browser, and reopen to verify these have saved. Remember anytime you update your PC or update Firefox you will need to reset your “CLEAR CACHE” and possibly your favorites.

You will want to click on the 25LIVE log in and
Log in if you already activated your account
click on the “request an account” link in the log in window if you have not already

*NOTE: if you log in and do not see an “EVENT WIZARD” tab on the top, your account is NOT active in the system. Log out and click on the log in link and request an account. You will receive an email with links to the resource pages once your account is active and ready.*

For the best experience in the system we recommend you view and complete the first seven resources. If you are struggling please reach out to Campus Scheduling Services or the System Admin for a training session if one is not scheduled / noted on the HOME TAB in 25LIVE.