Accessing Your 25Live Instance

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				Q	Go to Search Nothing recently viewed	\$
Tasks	^				Your Upcoming Events	^
You have 2 Tasks on Today's Agenda		Create an Event		9 Events in which you are the Requestor		
O Outstanding Tasks				L 1Event in which you are the Scheduler		
2 Flagged Tasks		Find Available Locations				
3 Tasks Assigned By You		I know WHEN my event should take place		Quick Search		
		help me find a location!			Search Events	Q
Your Starred Reports	^	know WHERE my event should take place		Search Locations	Q	
Academic Term Summary		help me choose a time!		A Search Resources	0	
Calendar of Events (5 Day)						~
Daily Room Sheet		Your Starred Resources		^	📩 Search Organizations	Q
Invoice (Standard)	☆	🔶 AV - Blu-ray Player	C	☆		
Location Listing - Excel		🔶 AV - Laptop - Mac	C	☆	Your Starred Locations	^
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Like all Series25 tools, 25Live is accessible from any supported browser on desktops, tablets, or mobile devices.

To Access 25Live

Enter the URL for 25Live including your instance name. The resulting URL should look something like this:

https://25live.collegenet.com/pro/instance

Tip: Most Instance Names Match to a Home Website's Domain Name

25Live instance names typically match the domain name of a home website. For instance, if your institution's website is **xyz.edu**, your 25Live URL might be https://25live.collegenet.com/pro/**xyz**.

If You're Having Trouble

- Ensure that the URL you've entered is correct and free of typos.
- If you require any further assistance, contact your 25Live Administrator at your institution.
- Be sure your 25Live Administrator has received implementation materials from your Series25 Consultant, which may have your instance name included.

If you're still having trouble, ask your institution's 25Live Administrator to <u>contact our Series25 Technical Support</u> group.