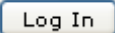





Resource 25 Setup

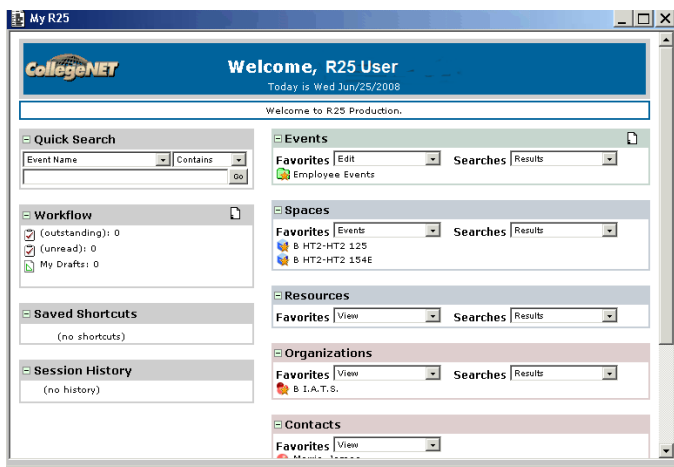


Sign In to Resource 25 (R25)

1. Navigate your browser to <https://webschedule.maricopa.edu/GCCE>
Note: Internet Explorer, Firefox, and Safari browsers work best.
2. Enter your **Maricopa Domain username** (usually last name followed by first initial—no spaces).
3. Enter your **Maricopa Domain password** (received in an email).
4. Click on the  button.

Numerous windows will open and close while R25 loads. You may need to click on an **OK** button or two.

5. Click on the  **Production** icon to log into R25.
6. If prompted, click on “**OK**” as needed.
7. Enter your **MEID** as the *User Name:* (unofficial testing indicates an MEID entered all lowercase seems to work more consistently than one entered in caps.)
8. Enter your **R25 password**.
9. Click on the **Log On** button.



Changing Your Password

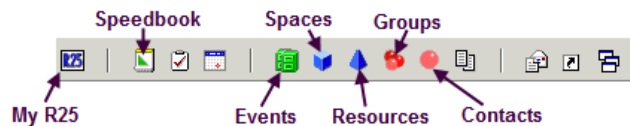
While you have no control over the Maricopa Domain password, you can control the R25 password. It is recommended you set your R25 password to match your MEMO password. Once you change your MEMO password, you will also need to access R25 password and change it to match the new MEMO password.

1. From the menu bar, select **Options**.
2. Select **Change Password . . .**

3. Type your current R25 password in the *Current R25 password:* textbox.
4. Type your new password in the *New password:* textbox.
5. Type your new password a second time in the *Confirmation:* textbox.
6. Click on the **OK** button.

Viewing the Toolbar

The R25 toolbar shows by default approximately 50% of the time.



If the toolbar isn't displaying:

1. From the menu bar select **Options**.
2. Select **Show Toolbar**.

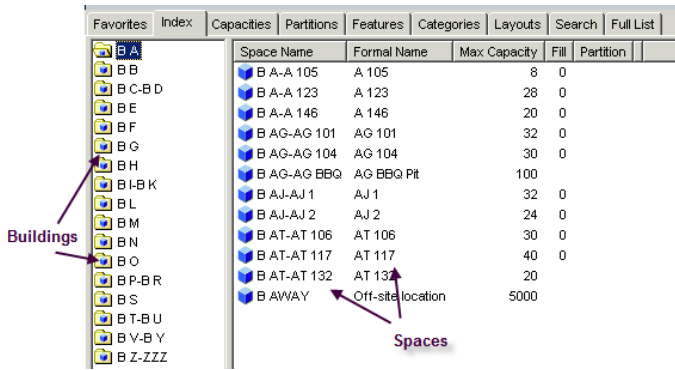
Creating Favorites

Each employee has specific spaces (rooms), contacts (people), and organizations (departments) they work with. R25 is much easier to use if you build your favorites prior to searching for (looking) and reserving (booking) spaces. Favorites can be opened with a single click. Similar to Favorites in a web browser, R25 Favorites are saved and can be added to or deleted at any time.

Favorite Spaces

Each room on campus is considered a space. Areas such as the athletic fields are also considered spaces. Spaces at GCC begin with the letter B (GCC is considered the second college in MCCC, and B is the second letter of the alphabet.) The current space naming convention is *Campus Building-Building Room*. MCCC is consolidating information and will be removing the letter indicating the campus and shortening the space naming convention to just the Building and Room. What was known as B HT2-HT2 149 will become HT2-149 sometime over the summer of 2008.

1. From the Toolbar, select the **Spaces** tool .



Note: The prefixes of B will be removed during the summer of 2008.

The buildings are alphabetized in the left panel, and each space in a given building group is also alphabetized in the right panel. The sample above shows rooms in the A, AG, AJ, and AT buildings by having the A building folder selected in the left panel.

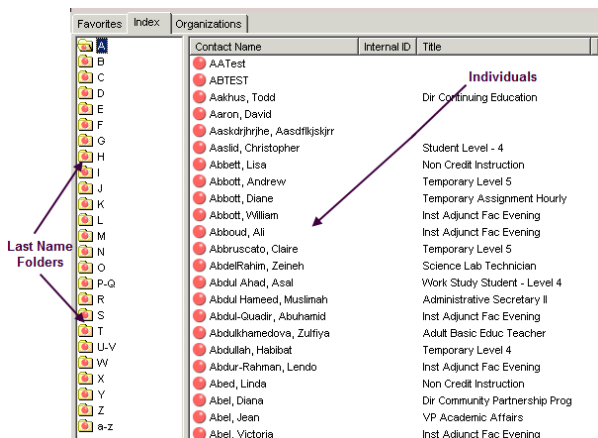
2. Select the building folder in the left panel that represents a space you use.
3. Select the space in the right panel. If there is more than one space, you can hold down the CTRL key on the keyboard while selecting additional spaces.
4. Right-click the mouse button and select *Add to Favorites*.
5. A gold star appears over the icon to the left of the space to indicate the space is a Favorite.

Favorite Contacts

Each campus employee is considered a contact. You normally work with specific individuals, adding those people as favorite contacts can save you time.

1. From the Toolbar, select the **Contacts** tool .

The Contacts list displays with folders organized alphabetically by first letter of the last name in the left panel and the Maricopa employees whose last name begins with the selected folder's letter in the panel on the right.



2. Select the last name folder in the left panel that represents a person you work with.
3. Select the person in the right folder. If there is more than one individual, you can hold down the CTRL key on the keyboard while selecting additional individuals.
4. Right-click the mouse button and select *Add to Favorites*.
5. A gold star appears over the icon to the left of the contact to indicate the contact is a Favorite.

Favorite Organizations

Each campus department is considered an organization. Just as with contacts and spaces, adding organizations to your favorites will save time later.

1. From the Toolbar, select the **Organizations** tool .

The Organizations list displays with folders organized by campus and organization type (internal, external, etc.) in the left panel and the organizations from the selected folder in the right panel.



2. Select the **GCC Internal** folder from the left panel.
3. Select your organization in the right panel. If you work with more than one organization, you can hold down the CTRL key on the keyboard while selecting additional organizations.
4. Right-click the mouse button and select *Add to Favorites*.
5. A gold star appears over the icon to the left of the organization to indicate the organization is a Favorite.

Note: Keep in mind Favorites only need to be set one time unless the spaces, contacts, or organizations change.