



Commonwealth Calendar User Guide

Logging into Commonwealth Calendar for the first time3

Login to the Commonwealth Calendar6

Setup your Default Contact.....6

Add a new Commonwealth Calendar Event.....8

Edit an Event.....12

 Add a Minutes PDF File12

 Choose a new Agenda PDF File12

 Change your Event Location.....12

Copy an Event13

Reschedule an Event.....13

Cancel an Event14

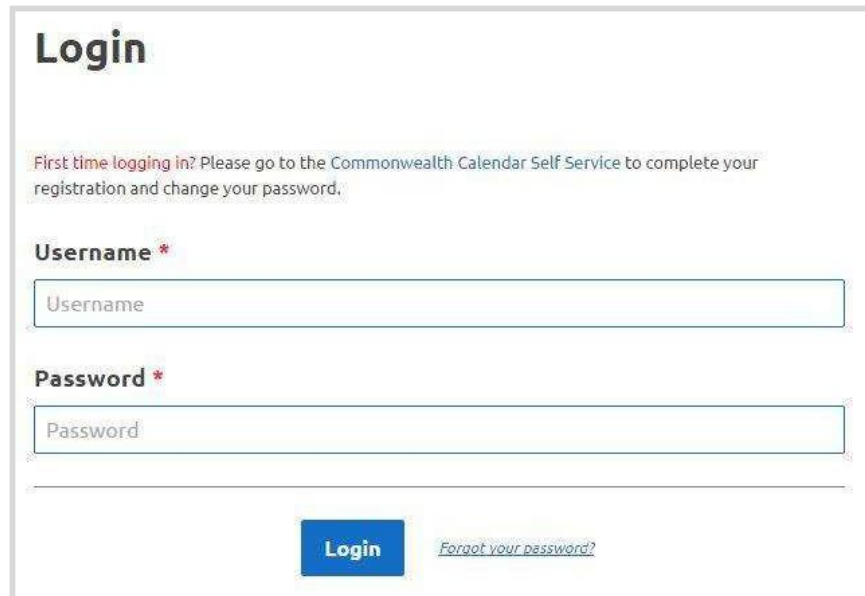
Reschedule a Cancelled Event.....15

Helpful Information17

Logging into Commonwealth Calendar for the first time

To access the Commonwealth Calendar for the first time you will need to change your password and setup challenge questions for future password recovery.

- Go to <http://www.commonwealthcalendar.virginia.gov> in your browser.



The screenshot shows a login form titled "Login". Below the title, a message reads: "First time logging in? Please go to the Commonwealth Calendar Self Service to complete your registration and change your password." The form contains two input fields: "Username *" and "Password *". Below these fields is a blue "Login" button and a link that says "Forgot your password?".

- Find **Please go to the Commonwealth Calendar Self Service to complete your registration and change your password**, and click on the **Commonwealth Calendar Self-Service** link.



The screenshot shows a sign-in form titled "Sign in". It contains three input fields: "User Name:", "Password:", and "Log on to:". The "Log on to:" field has a dropdown menu with "AASN" selected. Below these fields is a blue "Login" button.

- Enter your user name using your first and last name with a period separating the name, **e.g. john.smith**
- Your password details would have been provided in a email communication.
- Click **Login**.



Change Password
Change your current domain password.

Domain Password Policy Requirements

- The minimum password age is 1
- The maximum password age is 90
- The minimum password length is 8
- No. of Passwords Remembered is 24
- The password complexity property is Enabled

Old Password

New Password Password Strength :

Confirm New Password

OK Cancel

- Enter your old password you just used to login with in the **Old Password** field.
- Enter a new password: Passwords must be at least **8 characters long**. We recommend using an **upper case letter, number and special character to create a strong password**.
- Click **OK** when you are finished.

Please Note: Passwords will need to be reset every 90 days.



Change Password
Change your current domain password.

✓ ACTIVE DIRECTORY-Your password has been changed successfully. [Click here to continue](#)

- Click, ***Click here to continue.***

User Registration

The information you provide here will be used to a User ID. When you attempt to reset your password, you will need to provide your User ID and the security questions you have set.

 Mobile Access  Help

Security Questions

i

You have already set your Security Questions and Answers.

Length Specification:

The minimum length of the answers should be 5 characters and maximum allowed is 255 characters.

Register Your Security Que & Ans

Question: Please Select a Question

Question: Please select a Question

☐ Hide Answer(s)

Update

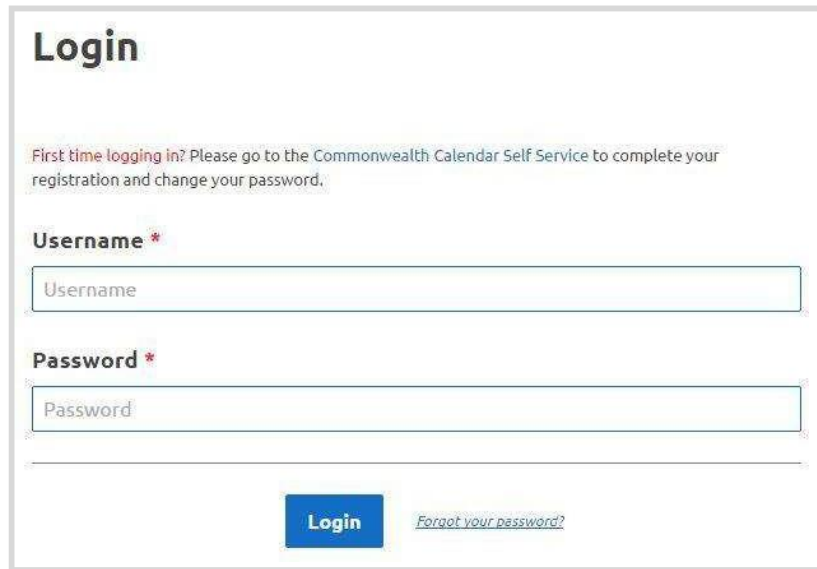
- Click on the Enrollment tab at the top of the "Self Update" page.
- Set your challenge questions and answers for future password recovery.
- Click **Update**.

Success! Your information has been updated.

Click on [My Info](#) to edit your own details.

- Now that your password is changed, go to <http://www.commonwealthcalendar.virginia.gov> in your browser.

Login to the Commonwealth Calendar



Login

First time logging in? Please go to the Commonwealth Calendar Self Service to complete your registration and change your password.

Username *

Password *

Login [Forgot your password?](#)

- Go to <http://www.commonwealthcalendar.virginia.gov> in your browser.
- Enter your username in the field: **Your username is your first and lastname with a period e.g. john.smith.**
- Enter your password that you created in the Self Serve area.
- Click the **"Login"** button to continue.

Setup your Default Contact



Virginia.gov **Logout**

Commonwealth Calendar

Calendar Home Help Profile **Admin**

- Event Contacts
- Event Locations

Event Details

At the top of the **Calendar Home page** click on **"Admin"** and choose **"Event Contacts"** from the drop down.



Event Contacts **Export** **Add**

Search:

☐ Include Inactive

View / Edit	Default?	Active?
-------------	----------	---------

Click the **"Add"** button.

Create Event Contact- Cancel

First Name * **Last Name ***

IDES/Day Name/As...

Title

Organization *

E-mail *

Contact Info * **Phone - Toll Free**

Fac: **T D**

Street Address

Street Address 2

City **State** **Zip**

Default? ☒ Yes ☐ No

AEI's ☒ Yes ☐ No

- **Fill out your contact information.**
- Click on the **"Save Changes"** button.
- Return to the **Calendar Home** page.

Add a new Commonwealth Calendar Event

Virgima.g)V

Commonwealth Calendar **Profile** **Admin**

Filter Events **Add Event**

Sun, Mar 6, 2016 - Sun, Mar 13, 2016

Mar7 **Commonwealth Calendar User Experience Testing** **Public Hearing**
1:15 PM **-3:00 PM** Sponsored by Va Information Technologies **Get Directions** **Idti**

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
17	8	9	10	11	12	
14	15	16	17	18	19	
20	21	22	23	24	25	26
27	28	29	30	31		

- On the Calendar Home page click the **"Add Event"** button at the top right of the page.

Virgima.ggv

Commonwealth Calendar **Profile** **Admin**

Create Event **Cancel**

Event Details

Title*

All Day? ☐ **Yes** ☒ **No**

Date and Time* **Start Date *** **End Date ***

Add your event information using the fields.

Description	Event Description (Max 500 chars)
Primary Sponsor *	-- Select Organization --
Event Status *	Active
Event Category *	☐ Open Meeting ☒ Public Hearing
Deaf Interpreter?	☐ Yes ☒ No

Allowed File Types: PDF
Allowed File Size: 5mb

Agenda

Choose File

No file chosen

- OR -

URL

Minutes

Choose File

No file chosen

- OR -

URL

Upload a file: Click "Choose File" next to **Agenda** and browse to the desktop on your computer. Locate the file named "CommonwealthCalendarUserGuide.pdf" and click "Open." You will see the file name populate next to the Choose File button. ***Note: The system will only allow you to upload Adobe PDF files, other file types will encounter an error.***

Event Location			
Location/Building Name	- Select a Location -		
Location *	Street Address † Street Street Address 2 Street 2 City † State † Zip4 City VA Zipcode Zip4 Additional Info † Floor, Room number, Conference number, Webex link information (max 500 characters) † Street Address fields are required unless Additional Location Information is provided. † Additional Location Information is required only if Street Address Fields are left blank.		

- Location: **Select your agencies location from the drop down. The address fields will then pre-populate.**

Handicap Accessible?	Yes No
Handicap Accessible Comments	Accessibilty Comments (Max 500 chars)

Event Contact			
Contact	- Select a Contact -		
Name*	Name		
Title	Title		
Email*	Email		
Contact Info*	Phone*	Phone Toll Free	
	Phone	Phone Toll Free	
	Fax	TDD	
Address	Street Address		
	Street		
	Street Address 2		
	Street2		
	City	State	Zip
	City	VA	Zipcode:
		Zip4	
		Zip4	
FWHI:i-4			
0 Coocel!			

- Select your name from the drop down next to **Contact** and the event contact information will pre-populate.
- Click **"Save Changes"** when you are finished.
- You should see your event on the Commonwealth Calendar homepage.
- To view your event details **click on the title of your event.**

Event Details	
VCU Board of Visitors Executive Committee	
Mar 1, 2016 8:00 AM -9:00 AM	
The wiUlle o opIortuirty for public comment Sponsor by Virginia Commonwealth Unvl"rsity http://www.vcu.edu/ e, Handicap Accessible el Dea,F interpreter	
Location 910 West Franklin Street, Richmond, VA 23.2G4, Ph":sident's conf_Room Get Directions  Contact Laurie J. Carter PrnjctMM"ger ,idIMison lo Boitrd of VisitorS Em i.:j"ceInter@vcu.edu Tel:(804) B28-8475 Fax: P, O. Box, 6 2512 Ridimond, VA 23284-2512	

Edit an Event



To edit your event click the **"Edit"** button below your event.

Add a Minutes PDF File

Upload a Minutes file: Click **"Choose File"** next to **Minutes** and browse to the desktop of your computer. Locate the file named **"sampleminutes.pdf"** and click **"Open."** You will see the file name populate next to the **Choose File** button.

Choose a new Agenda PDF File

Upload a new Agenda PDF: Click **"Choose File"** next to **Agenda** and browse to the desktop of your computer. Locate the file named **"agenda.pdf"** and click **"Open."** You will see the file name populate next to the **Choose File** button.

Change your Event Location

You can select a pre-populated location from the **Location drop down** or fill in a new location in the fields.

Fill in a new location in the fields.

Click the **"Save Changes"** button when you are finished.

Click on the title of your event to go to the **Event Details** page to view your changes.

Copy an Event

The screenshot shows the 'Event Details' page for an event titled 'Commonwealth Calendar User Experience Testing'. At the top, there are four buttons: 'Edit', 'Copy', 'Reschedule', and 'Cancel Event'. The event title is prominently displayed. Below the title, the date and time are listed as 'Mar 7, 2016 1:15 PM - 3:00 PM'. A description follows: 'User Testing and Experience of Commonwealth Calendar'. It also mentions the sponsor, 'Va Information Technologies', and a website link: 'http://www.vita.virginia.gov/'. Accessibility information is provided at the bottom left: 'Handicap Accessible' (with a green checkmark) and 'Deaf Interpreter Unavailable' (with a red X). On the right side, the 'Location' is listed as '11751 Meadowville Lane, Chester, VA 23836', with a note to 'Room 2011. Please meet in the lobby at 1:15pm.' and a 'Get Directions' link. Below the location text is a map showing the event location with a red pin.

On the Event Details page click the **"Copy"** button. You will be taken to a **Create Event** page that will contain information from the copied event.

- Change the title.
- Change the Date and Time.
- Click the **"Save Changes"** button.

Reschedule an Event

Find your event and click on the title to go to the Event Details page and click the **"Reschedule"** button.

The screenshot shows the 'Reschedule Event' form. At the top right is a 'Cancel' button. The form has a section for 'Reschedule Reason *' with a text area labeled 'Reschedule Reason (Max 255 chars)'. Below this is the 'All Day?' section with radio buttons for 'Yes' and 'No', where 'No' is selected. The 'Date and Time *' section contains two date pickers: 'Start Date *' with the value '03/07/2016 01:15 pm' and 'End Date *' with the value '03/07/2016 03:00 pm'. At the bottom center is a blue 'Reschedule' button.

- Click the **"Reschedule"** button when you have completed changing your event.

Cancel an Event

Find your rescheduled event and click on the title to go to the Event Details page.

Event Details  [Copy](#) [Reschedule](#) | [Cancel Event](#)

Commonwealth Calendar User Experience Testing

Mar 7, 2016 1:15 PM - 3:00 PM

User Testing and Experience of Commonwealth Calendar

Sponsored by **Va Information Technologies**
<http://www.vita.virginia.gov/>

 Handicap **Accessible**

 Deaf Interpreter **Unavailable**

Location

11751 Meadowville Lane
Chester, VA 23836
Room 2011. Please meet in the lobby at 1:15pm.

[Get Directions](#)

[Map](#) [Satellite](#)



Click the "Cancel Event" button.

Cancel Event [OGOB k](#)

Cancellation Reason.,,	Cancellation Reason (Max 255 chars)

Cancel Event

Event Details  [Copy](#) [Reschedule](#)

Commonwealth Calendar User Experience Testing

Mar 7, 2016 1:15 PM - 3:00 PM

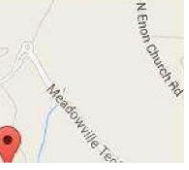
Cancelled
This event has been cancelled. Please contact the listed person below for more information.
Reason: No attendees accepted.

Location

11751 Meadowville Lane
Chester, VA 23836
Room 2011. Please meet in the lobby at 1:15pm.

[Get Directions](#)

[Map](#) [Satellite](#)



Click on the **"Calendar Home"** button and find your cancelled event.

[Add Event](#)

[Sun, Mar 6, 2016](#) | [Sun, Mar 13,, 2016](#)

Mair7

1r:15. PM

-3:00

PM

CANCELLED

Commonwealth Calendar User Experience 'Testing

Public Hearing

Sponsored by Va Information Technologies

Get Directions

Mti

The event will show as **CANCELLED** in the upcoming events.

Reschedule a Cancelled Event

Click on the **title of the cancelled event** on the Calendar home page.

Event Details

Commonwealth Calendar User Experience Testing

Mar 7, 20161:15 PM - 3:00 PM

Cancelled

This event has been cancelled. Please contact the listed person below for more information.

Reason: No attendees accepted.

l'iN

|

epiconv

.l

C? Reschedule

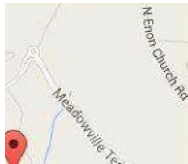
Location

11751 Meadowville Lane
Chester, VA 23836
Room 2011. Please meet in the lobby at 1:15pm.

Get Directions

Map | Satellite





Click the **"Reschedule"** Button.

Commonwealth Calendar User Guide

15

Reschedule Event

Cancel

Reschedule Reason..

Reschedule Reason (Max 255 chars)

All Day?

☐ Yes
☒ No

Date and Time*

Start Date*

End Date*

03/07/2016 01:15 pm

03/07/2016 03:00 pm

Enter your Reschedule event details.

- Click the **Reschedule** button.
- Go back to the Commonwealth Calendar home page and find your rescheduled event.

Apr 14

All Day

RESCHEDULED v

Ready to go Uve

Sponsored by Dept Alcoholic Beverag Coritrol

Public Hearing

- To see more Reschedule details, click **Rescheduled.**

Apr14

All Day

RESCHEDULED v

This eve.nt has b.een res-cheduled for Apr 15, 2016 12:00 AM

View the New Event

Reason: rai1lou t date

Ready to go live

Sponsored by Dept Alcoholic .Beverag Control

Public Hearing

Helpful Information

Session Timeout - After 30 minutes of inactivity the Commonwealth Calendar will automatically timeout. Please log back in.

Self-Serve - To access the Commonwealth Calendar Self-Serve to change your password or update your questions go to: <https://selfservice.virginia.gov/>

Account Request - To request a Commonwealth Calendar Account please email commonwealthcalendar@vita.virginia.gov

To report problems or submit suggestions please email
commonwealthcalendar@vita.virginia.gov