



# Commonwealth Calendar User Guide

**Logging into Commonwealth Calendar for the first time ..... 3**

**Login to the Commonwealth Calendar ..... 6**

**Setup your Default Contact..... 6**

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

**Edit an Event..... 12**

Add a Minutes PDF File ..... 12

Choose a new Agenda PDF File ..... 12

Change your Event Location..... 12

**Copy an Event ..... 13**

**Reschedule an Event..... 13**

**Cancel an Event ..... 14**

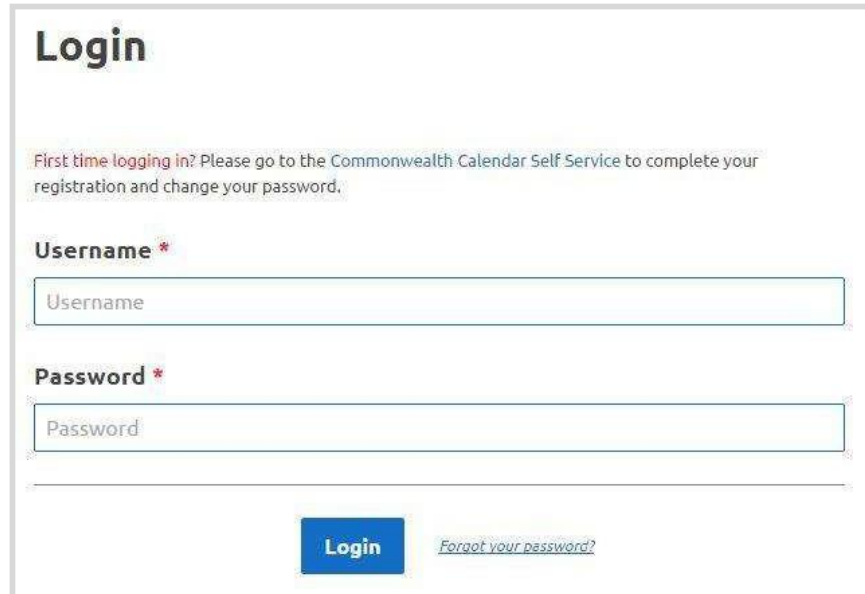
**Reschedule a Cancelled Event..... 15**

**Helpful Information..... 17**

## 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.



**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?](#)

- 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.



**Sign in**

**User Name:**

**Password:**

**Log on to:** AIGN

**Login**

- Enter your user name using your first and last name with a period seperating 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 when you attempt to reset your password.

[Mobile Access](#) [@ Help](#)

Security Questions



You have already set up Security Questions and Answers.

Length Specification:

The minimum length of the answer 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

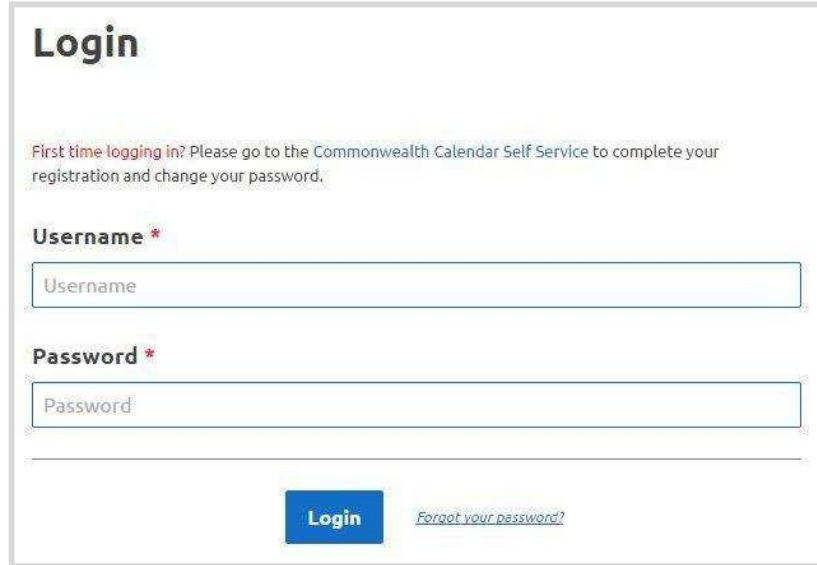
- Click on the Enrollment tab at the top of the "Self Update" page.
- Set your challenge questions and answers for future password recovery.
- Click **Update**.

Success: Your Security Questions and Answers have 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



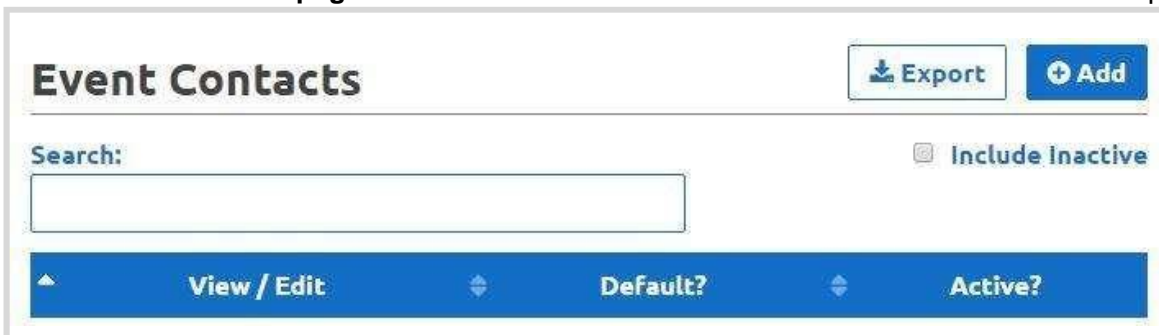
The screenshot shows a login form titled "Login". At the top, there is a message: "First time logging in? Please go to the Commonwealth Calendar Self Service to complete your registration and change your password." Below this, there are two input fields: "Username \*" and "Password \*". The "Username" field contains the placeholder text "Username" and the "Password" field contains the placeholder text "Password". At the bottom of the form, there is a blue "Login" button and a link that says "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



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



Click the "Add" button.

**Create Event Contact-** Cancel

First Name \*  Last Name \*

Title

Organization \*

Email

Contact Info \*

Phone Toll Free

Street Address

Street Address 2

City, State, Zip, 4

Default?  Yes  No

Alert?  Yes  No

Save Changes

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

## Add a new Commonwealth Calendar Event

The screenshot shows the Commonwealth Calendar interface. At the top, there is a navigation bar with "Commonwealth Calendar" and links for "Profile" and "Admin". Below this is a "Filter Events" section with a date range of "Sun, Mar 6, 2016 - Sun, Mar 13, 2016". A calendar grid shows the dates for March, with the 7th highlighted. To the right of the calendar, an event titled "Commonwealth Calendar User Experience Testing" is listed for March 7th at 1:15 PM. The event is sponsored by Va Information Technologies and is a Public Hearing. A "Get Directions" link and the "ldti" logo are also visible.

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

The screenshot shows the "Create Event" form. The form has a "Title\*" field with the placeholder text "Event Title". Below this is an "All Day?" section with radio buttons for "Yes" and "No". The "Date and Time\*" section includes "Start Date\*" and "End Date\*" fields. The "Start Date\*" field has a date picker showing "03/04/2016 12:00 am". The "End Date\*" field has a date picker showing "03/04/2016 12:00 am". There is a "Cancel" button in the top right corner of the form.

Add your event information using the fields.



**Description**

**Primary Sponsor \***

**Event Status \***

**Event Category \***  Open Meeting  
 Public Hearing

**Deaf Interpreter?**  Yes  
 No

Allowed File Types: PDF  
 Allowed File Size: 5mb

**Agenda**  No file chosen

- OR -

**Minutes**  No file chosen

- OR -

**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 populate.**

Handicap

Yes

Accessible?

No

Handicap  
Accessible  
Comments

Accessibilty Comments (Max 500 chars)

**Event Contact**

**Contact** | - Select a Contact -

**Name\*** Name

**Title** Title

**Email\*** Email

**Contact Info\***

<b>Phone*</b>	<b>Phone Toll Free</b>
Phone	Phone Toll Free
<b>Fax</b>	<b>TDD</b>

**Address**

**Street Address**

Street

**Street Address 2**

Street2

<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Zip4</b>
City	VA	Zipcode:	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 oplortuirty for public comment

Sponsor by Virginia Commonwealth Unlv"rsity  
http://www11.vcu.edu/


e, Handicap Accessible

cl Dea, F Interpreter

**Location**

910 West Franklin Street, Richmond, VA 23264,  
Pn":sident's (onf\_Room

Get Directions



**Contact**

**Laurie J. Carter**

PrjctMM'ger ,id1.Mison lo Boit'rd of Visitor5

Em i: j'ce1nter@vcu.edu  
Tel: (804) 828-8475  
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 right, 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'. The description includes 'User Testing and Experience of Commonwealth Calendar', 'Sponsored by Va Information Technologies', and the URL 'http://www.vita.virginia.gov/'. There are two accessibility icons: a green checkmark for 'Handicap Accessible' and a red X for 'Deaf Interpreter Unavailable'. On the right side, the 'Location' is listed as '11751 Meadowville Lane, Chester, VA 23836, Room 2011. Please meet in the lobby at 1:15pm.' Below the location is a 'Get Directions' link and a map showing the location with a red pin. The map includes labels for 'Map', 'Satellite', '618', 'Meadowville Tech', and 'H. E. Boy Church Rd.'.

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 'Reschedule Reason \*' field with a placeholder '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 has 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** [iflitf](#) [Copy](#) [Reschedule](#) [Cancel Event](#)

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## 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**

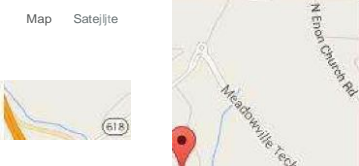
Deaf Interpreter **Unavailable**

### 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](#)

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<b>Cancellation Reason.,,</b>	Cancellation Reason (Max 255 chars)
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[Cancel Event](#)

**Event Details** [@UN](#) [Copy](#) [Reschedule](#)

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## 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](#)

**Mar 7**  
1:15 PM  
**-3:00**  
PM


**CANCELLED**

**Commonwealth Calendar User Experience Testing**

Public Hearing

Sponsored by Va Information Technologies

[Get Directions](#)




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**

 | [esiconv](#) | [C? Reschedule](#)

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### 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 the "Reschedule" Button.

### Reschedule Event [Cancel](#)

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**Reschedule Reason..**

**All Day?**  Yes  
 No

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

---

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

<b>Apr 14</b> <b>All Day</b>	<p><b>RESCHEDULED</b> v</p> <p><b>Ready to go Uve</b></p> <p>Spor1sored by Dept Alcoholic Beverag Coritrol</p>	Public Hearing
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- To see more Reschedule details, click **Rescheduled**.

<b>Apr14</b> <b>All Day</b>	<p><b>RESCHEDULED</b> v</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>This eve.nt has b.een res-cheduled for Apr 15, 2016 12:00 AM</p> <p><a href="#">View the New Event</a></p> <p>Reason: rai1lou t date</p> </div> <p><b>Ready to go live</b></p> <p>Sponsored by Dept Alcoholic .Beverag Control</p>	Public Hearing
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## 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](mailto:commonwealthcalendar@vita.virginia.gov)

**To report problems or submit suggestions please email**  
[commonwealthcalendar@vita.virginia.gov](mailto:commonwealthcalendar@vita.virginia.gov)