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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.


- 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.

- 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 an email communication.
- Click Login.
• 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.*

• Click, **Click here to continue.**
• 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.

• Now that your password is changed, go to http://www.commonwealthcalendar.virginia.gov in your browser.
Login to the Commonwealth Calendar

- Enter your username in the field: **Your username is your first and last name with a period e.g. john.smith.**
- Enter your password that you created in the Self Serve area.
- Click the "Login" button to continue.

Seb.lp 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.

Fill out your contact information.
Click on the "Save Changes" button.
Return to the Calendar Home page.
Add a new Commonwealth Calendar Event

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

Add your event information using the fields.

Commonwealth Calendar User Guide
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.**
### Commonwealth Calendar User Guide

**Event Location**

<table>
<thead>
<tr>
<th>Location/Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>· Select a Location ·</td>
</tr>
</tbody>
</table>

**Street Address 1**

<table>
<thead>
<tr>
<th>Street</th>
</tr>
</thead>
</table>

**Street Address 2**

| Street 2 |

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip4</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>VA</td>
<td>Zipcode</td>
</tr>
</tbody>
</table>

**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 agency’s location from the drop down. The address fields will then pre-populate.

<table>
<thead>
<tr>
<th>Handicap Accessible?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

**Handicap Accessible Comments**

Accessibility Comments (Max 500 chars)
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.**
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

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.

- 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

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/

1. Handicap Accessible
0. Deaf Interpreter Unavailable

Location

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

Get Directions

Click the "Cancel Event" button.

Cancel Event

Cancellation Reason

Cancellation Reason (Max 255 chars)

Cancel Event

Event Details

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

Commonwealth Calendar User Guide
Click on the "Calendar Home" button and find your cancelled event.

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, 2016 1:15 PM - 3:00 PM

**Cancelled**

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

**Location**

11751 Meadowville Lane
Chester, VA 23836
Room 201. Please meet in the lobby at 1:15pm.

Get Directions

Click the "Reschedule" Button.
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**
**Ready to go Live**
Sponsored by Dept Alcoholic Beverag Coritrol

- To see more Reschedule details, click Rescheduled.

**Apr 14**
**All Day**
**RESCHEDULED**
**Ready to go Live**
Sponsored by Dept Alcoholic Beverag Control

Reason: rain out date
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