VIRGINIA IT AGENCY

Commonwealth Calendar User Guide

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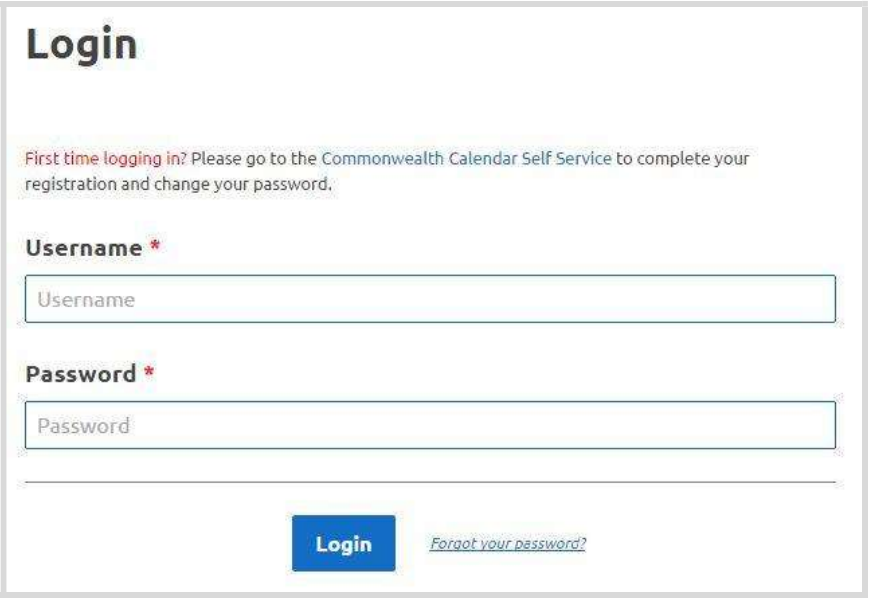
Logging into Commonwealth Calendar for the first time

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

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



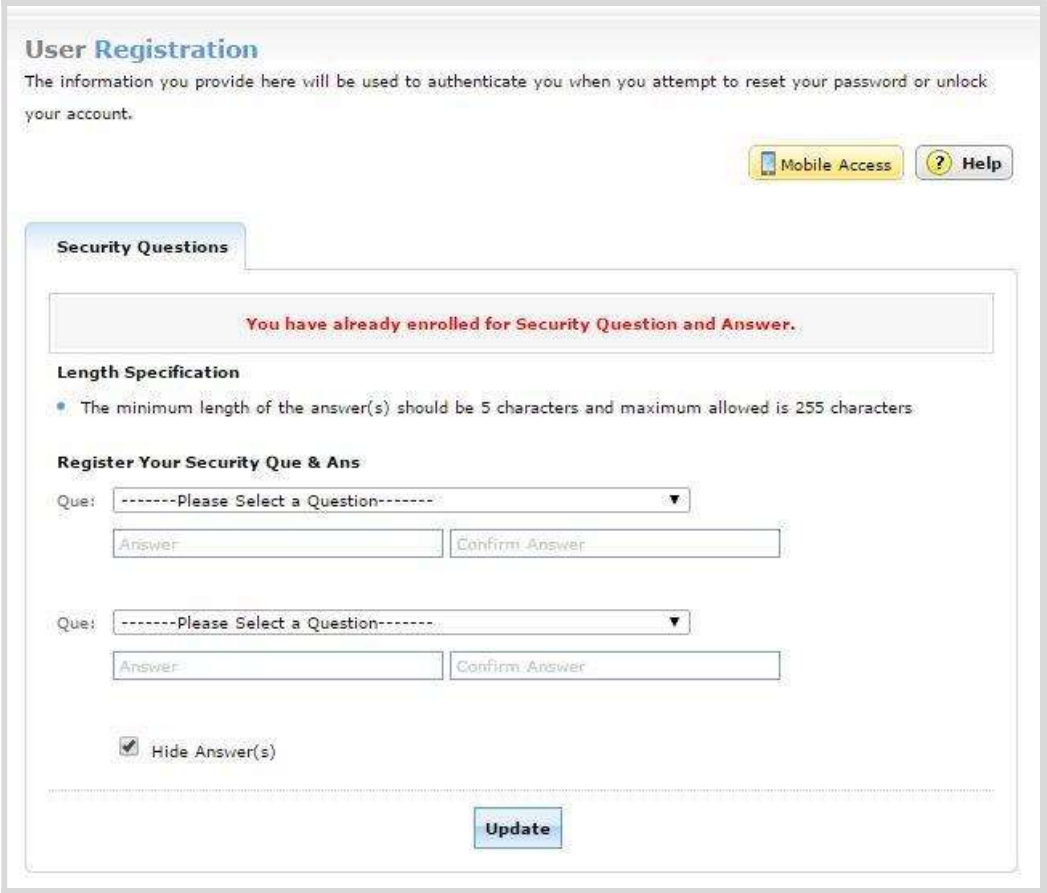
- Find **Please go to the Commonwealth Calendar Self Service to complete your registration and change your password,** and click on the ***Commonwealth Calendar Self-Service*** link.

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

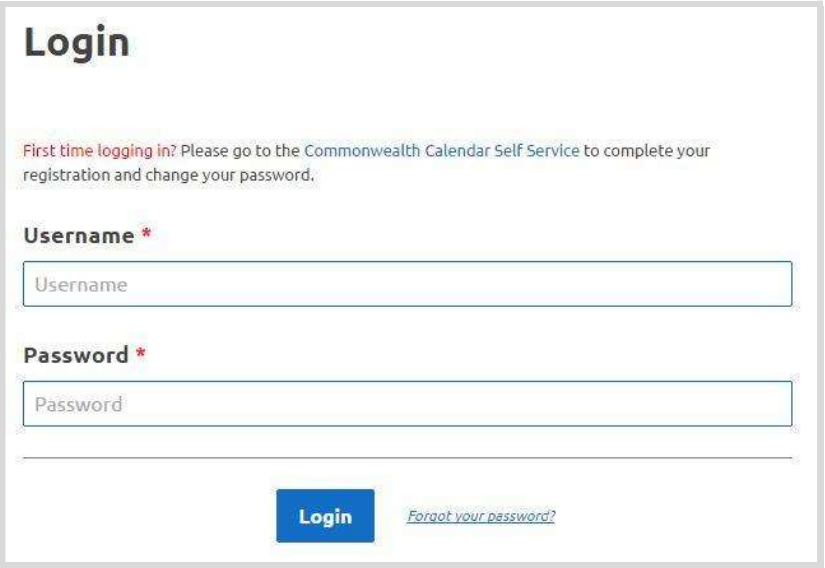
- Click, ***Click here to continue***.



- 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**.

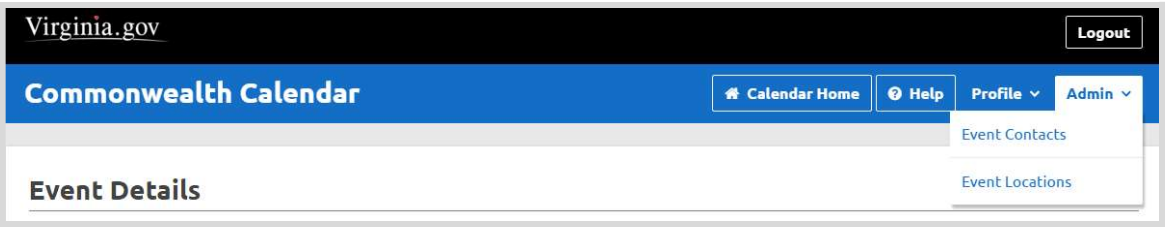
- Now that your password is changed, go to http://www.commonwealthcalendar.virginia.gov in your browser.

Login to the Commonwealth Calendar



- 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

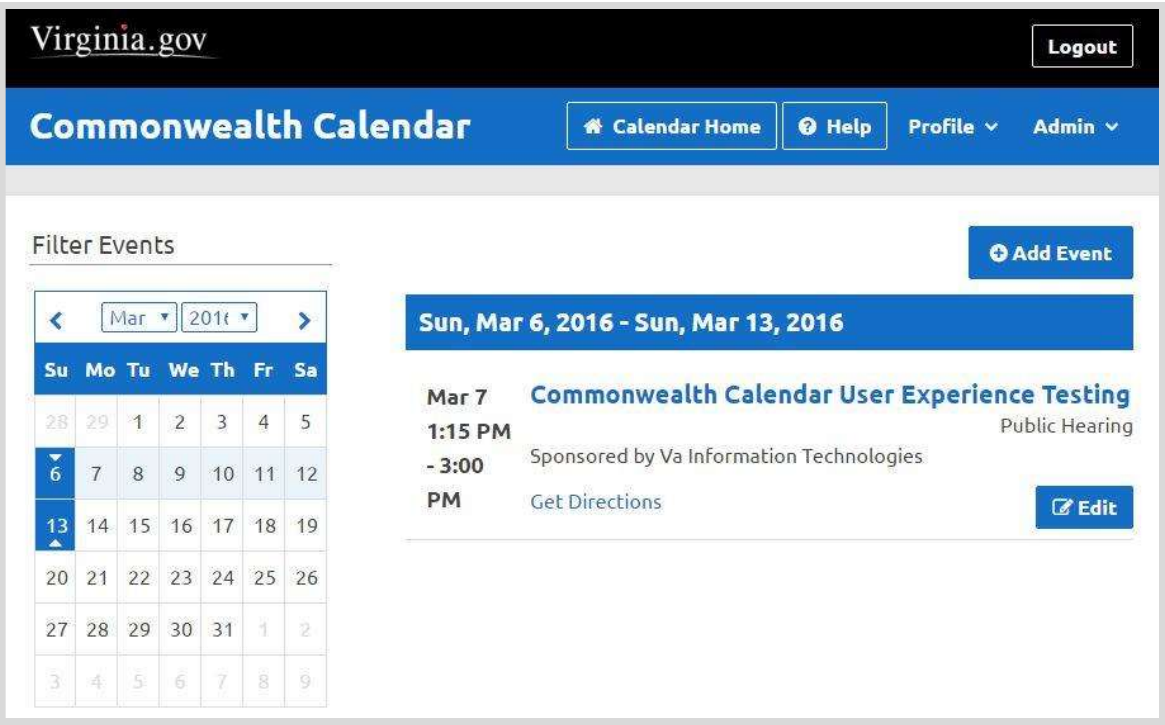


At the top of the **Calendar Home page** click on "**Admin**" and choose "**Event Contacts**" from the drop down.

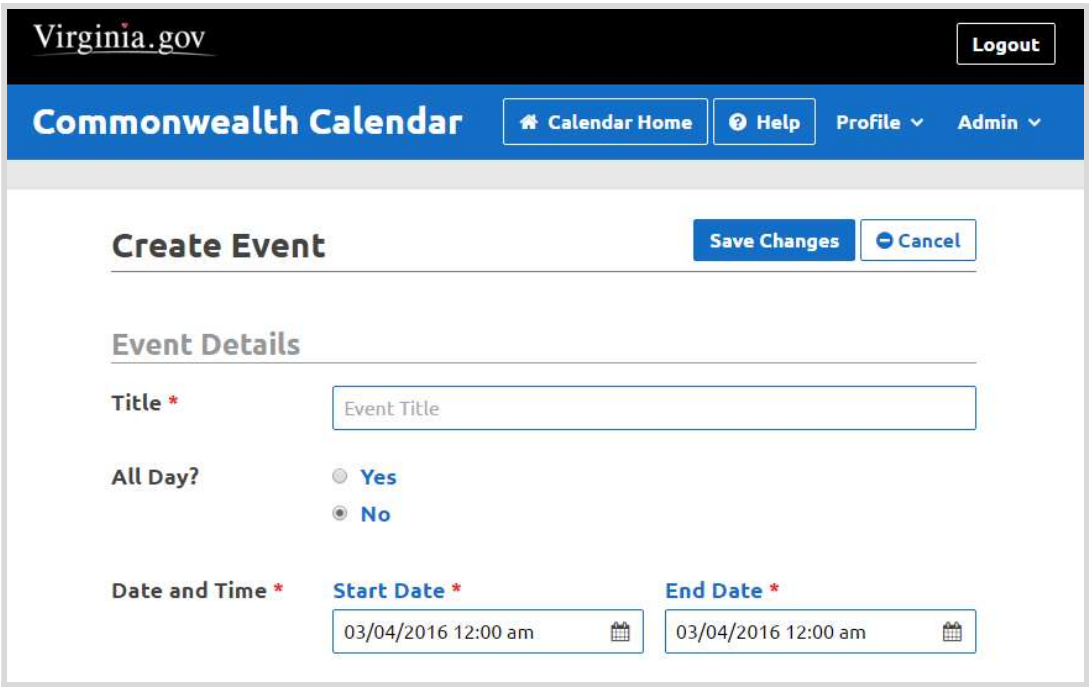
Click the "**Add**" button.

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

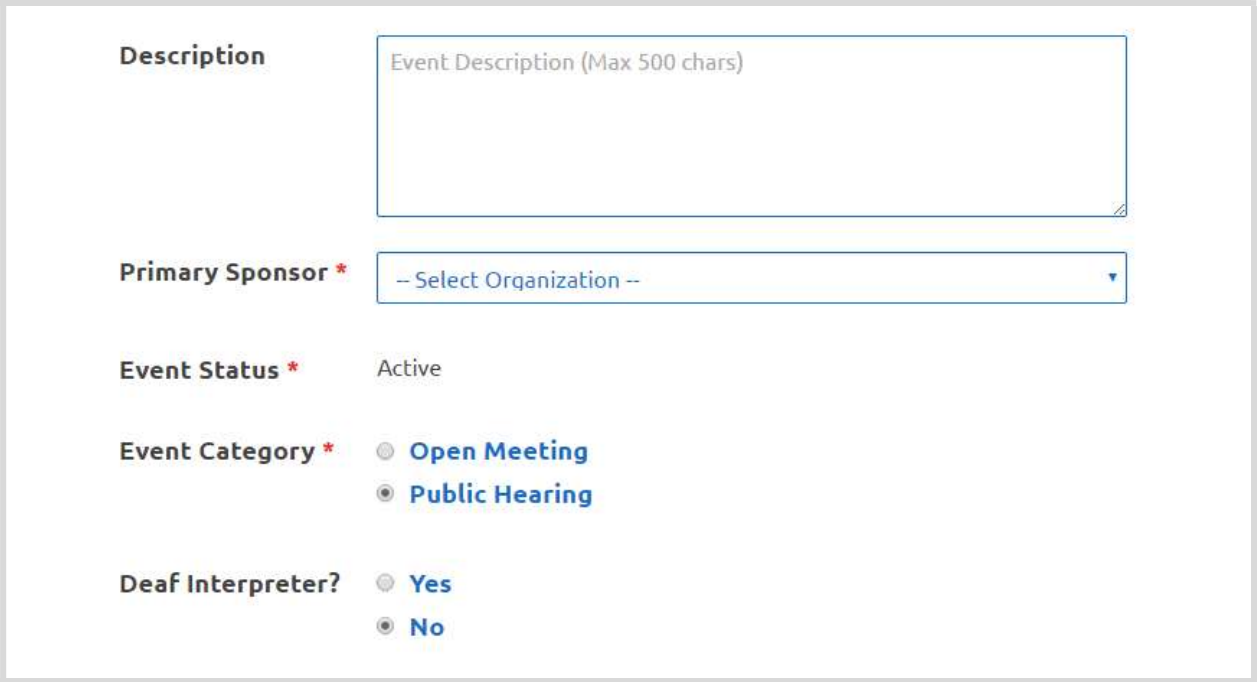
Add a new Commonwealth Calendar Event

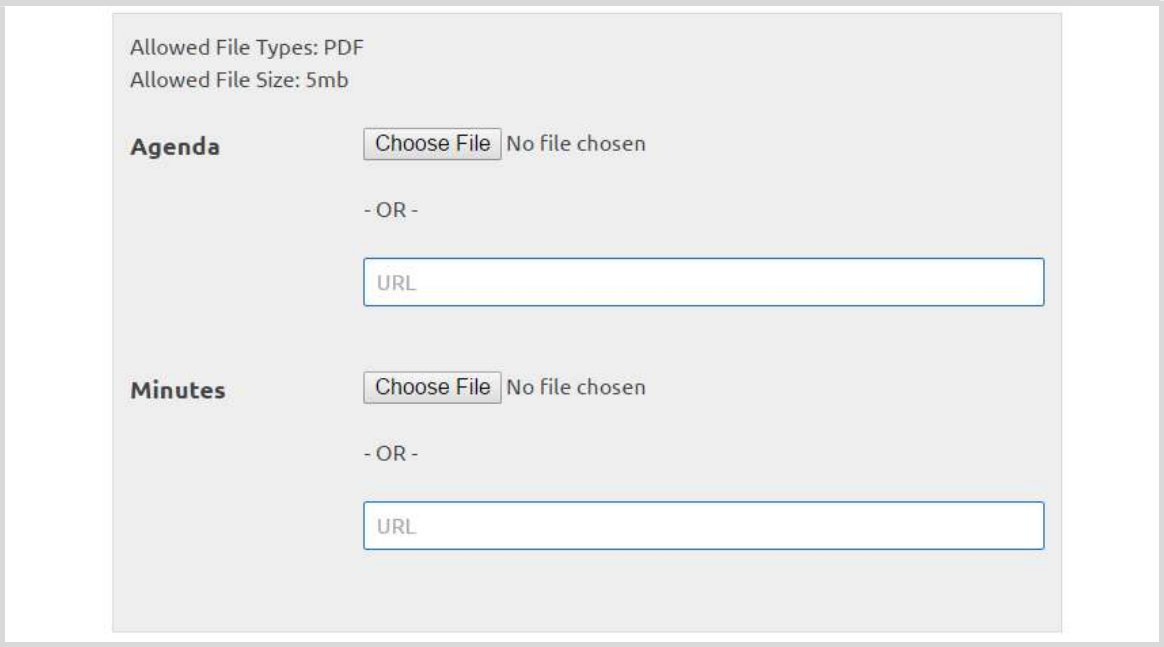


- On the Calendar Home page click the "**Add Event**" button at the top right of the page.

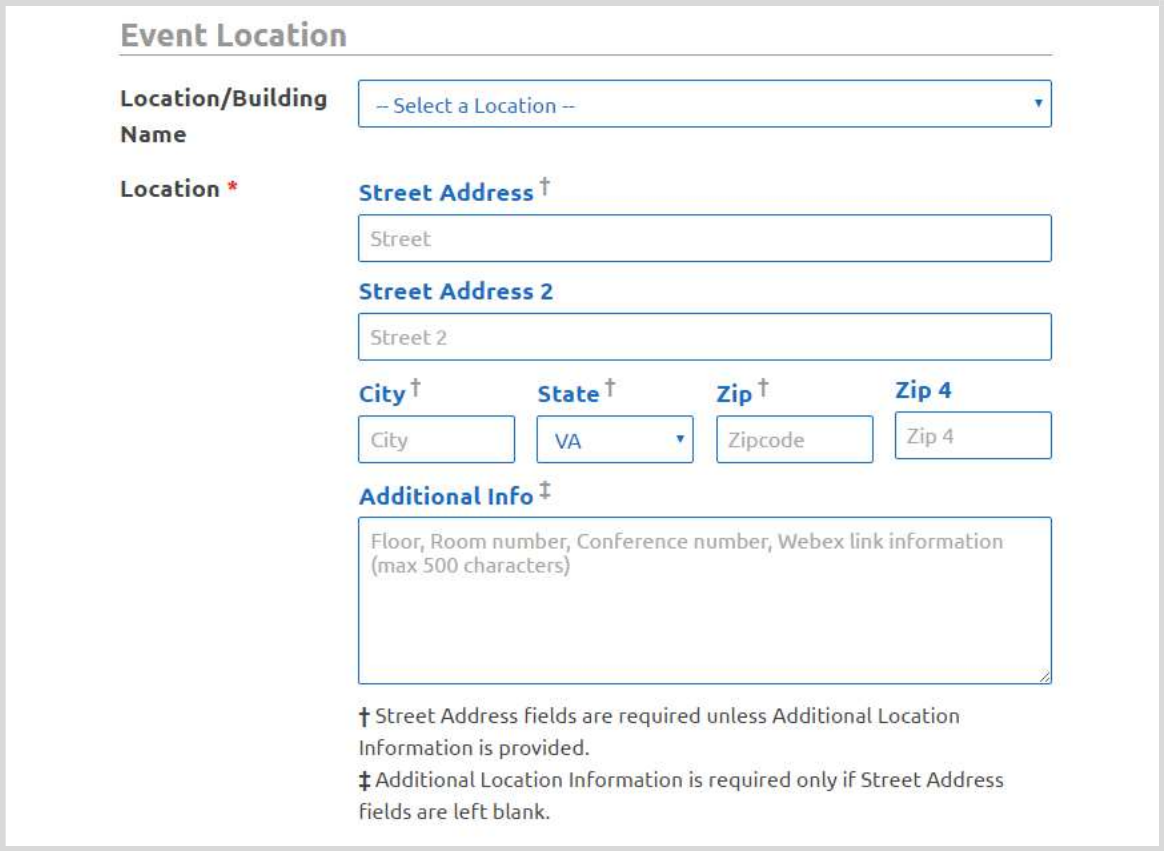


Add your event information using the fields.

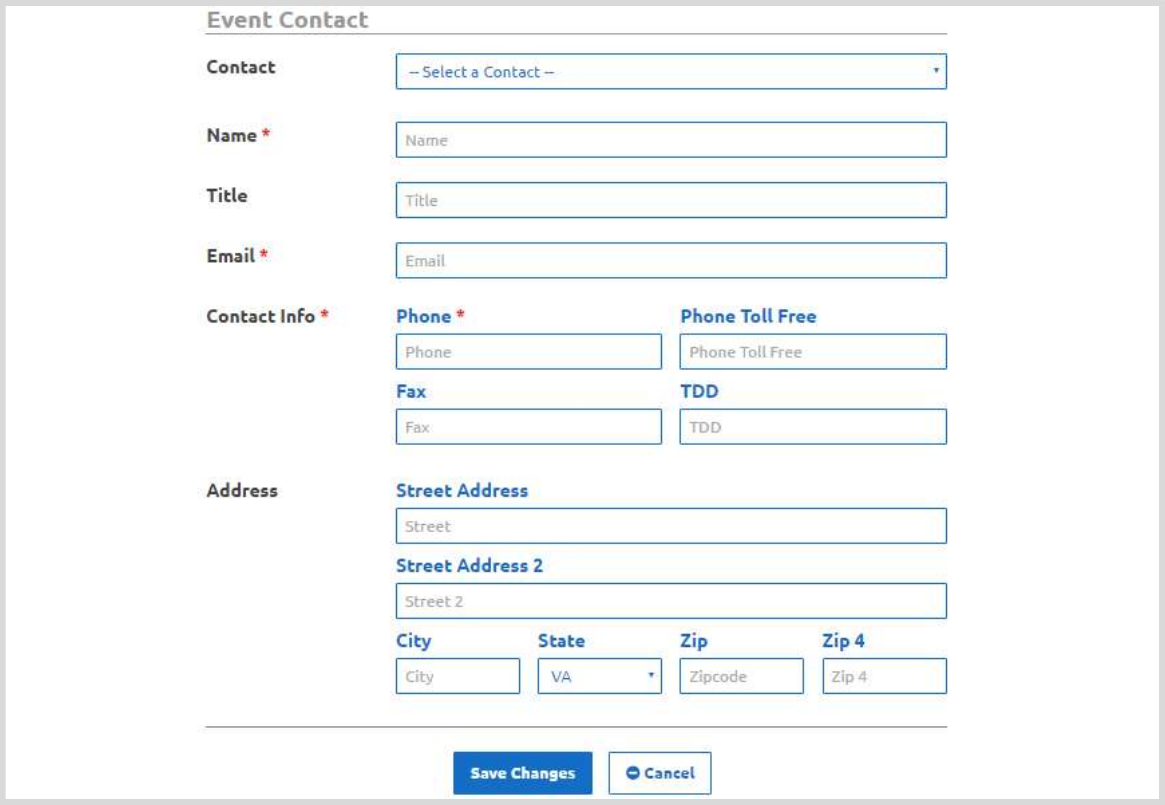




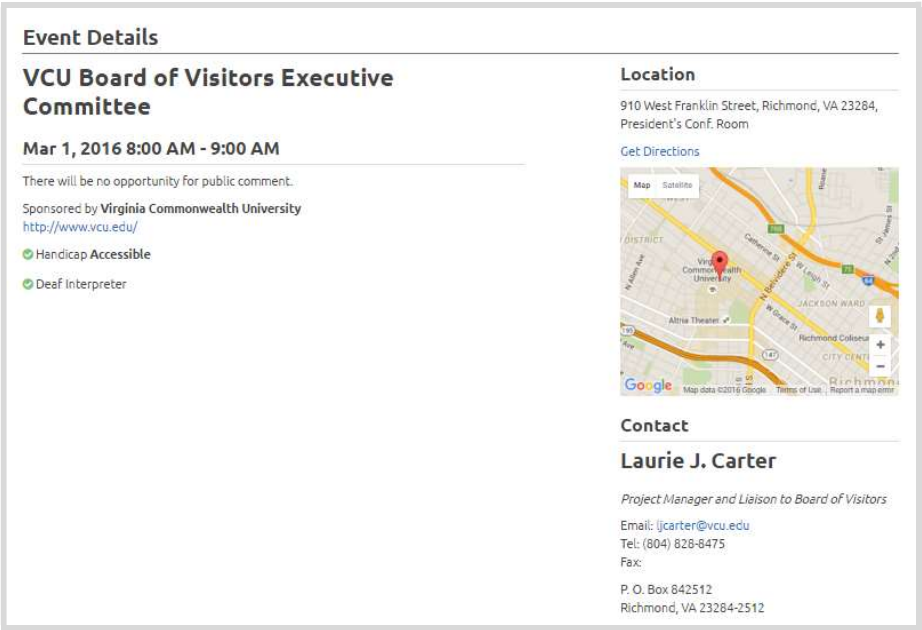
Upload a file: Click "**Choose File**" next to **Agenda** and browse to the desktop on your computer. Locate the file named "**CommonwealthCalendarUserGuide.pdf**" and click "**Open**." You will see the file name populate next to the **Choose File button**. ***Note: The system will only allow you to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



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



- 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.

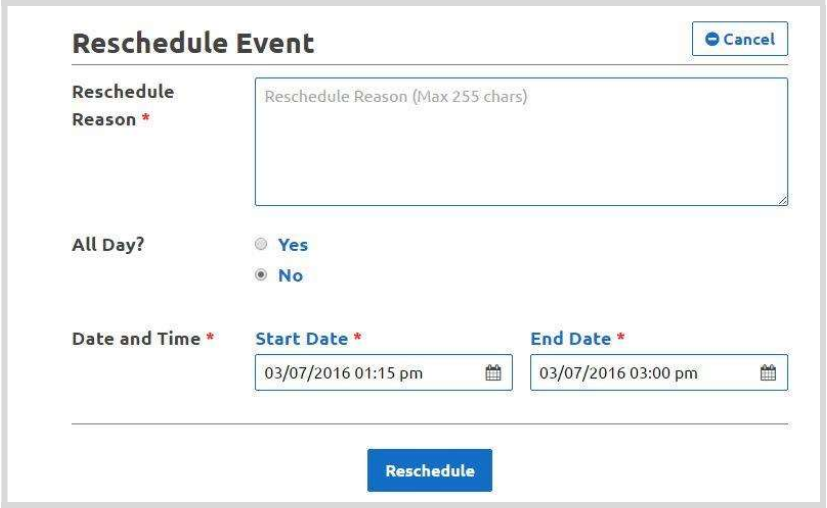
Copy an Event

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.

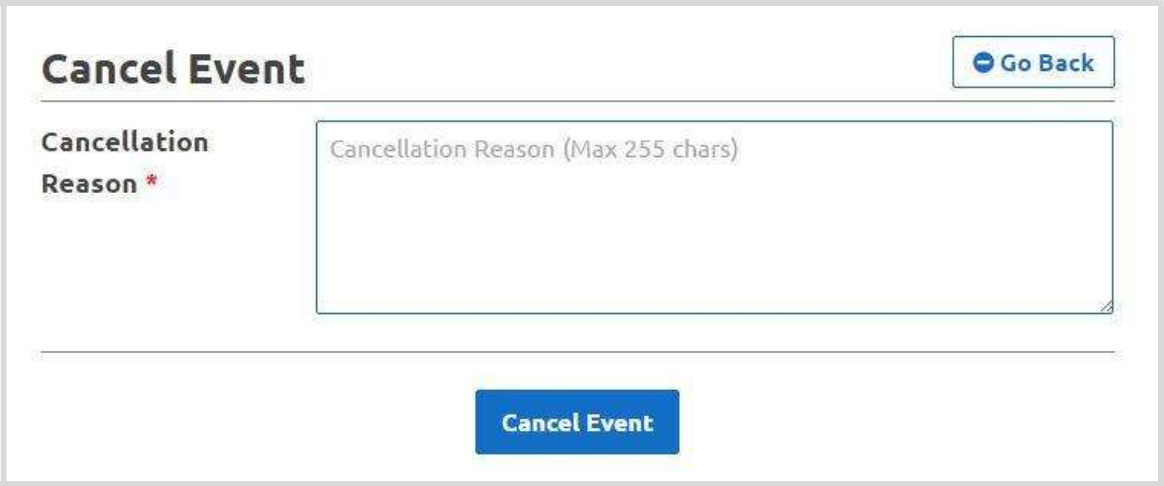


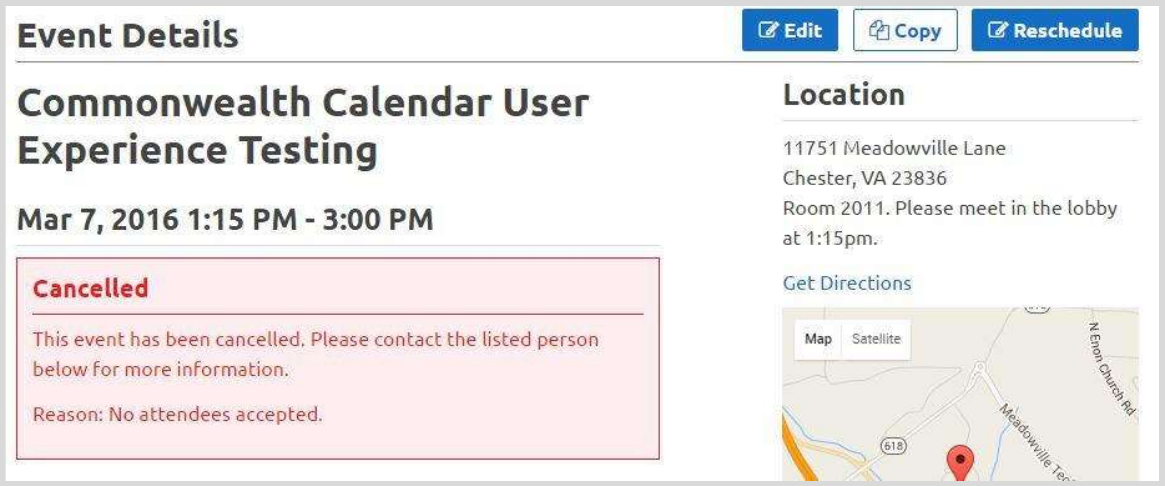
- **Click the "Reschedule" button** when you have completed changing your event.

Cancel an Event

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

Click the "**Cancel Event**" button.



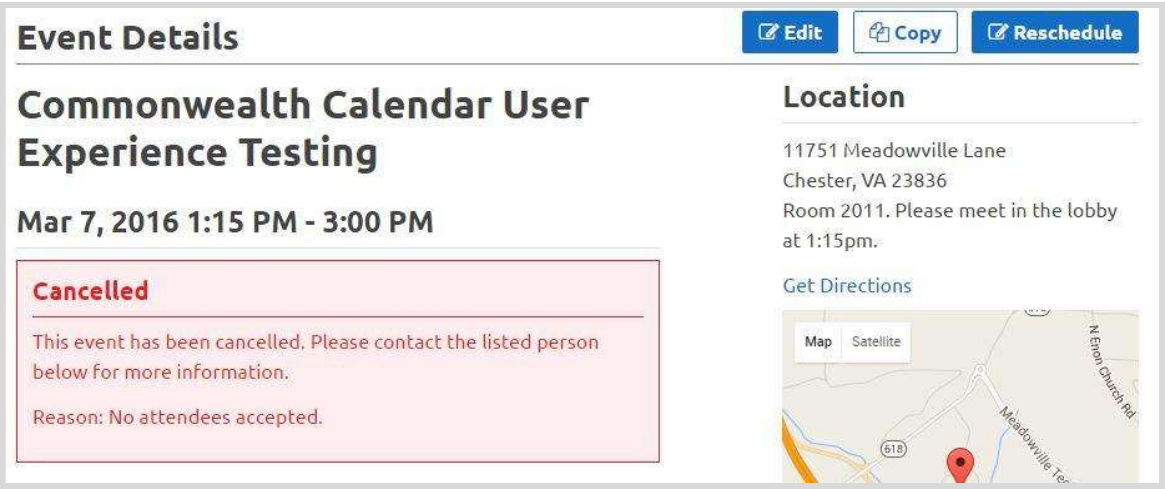


Click on the "**Calendar Home**" button and find your cancelled event.

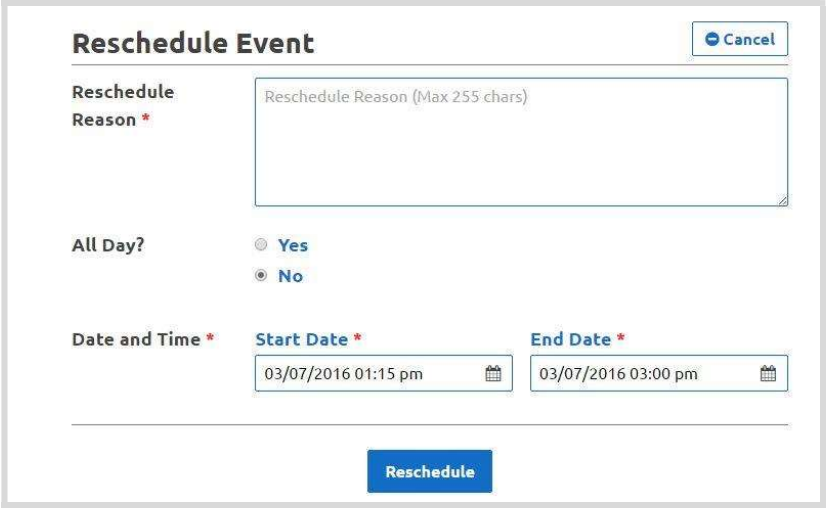
The event will show as **CANCELLED** in the upcoming events.

Reschedule a Cancelled Event

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



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.

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

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 calendar@virginia.gov

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