



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

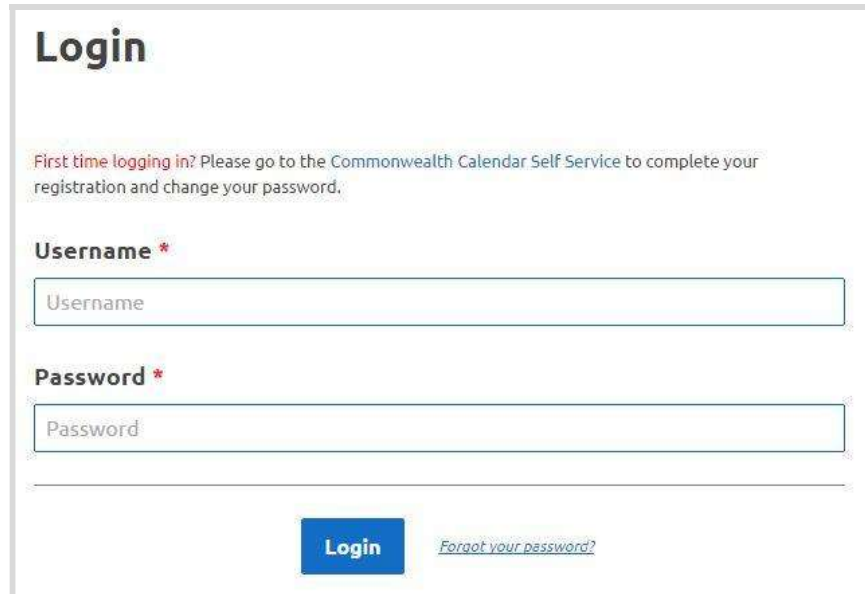
Reschedule a Cancelled Event 15

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.



The screenshot shows a login page with the following elements:

- Login** (Section Header)
- Message: *First time logging in?* Please go to the Commonwealth Calendar Self Service to complete your registration and change your password.
- Username *** (Label) with an input field containing the placeholder text "Username".
- Password *** (Label) with an input field containing the placeholder text "Password".
- A blue **Login** button.
- A link: [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 page with the following elements:

- Sign in** (Section Header)
- User Name:** (Label) with an input field.
- Password:** (Label) with an input field.
- Log on to:** (Label) with a dropdown menu showing "AISN".
- 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 authenticate you when you attempt to reset your password or unlock your account.

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

Security Questions

You have already enrolled for Security Question and Answer.

Length Specification

- The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters.

Register Your Security Que & Ans

Que: -----Please Select a Question-----

Answer: Confirm: Answer

Que: -----Please Select a Question-----

Answer: Confirm: Answer

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**.

✔ Successfully Updated the Registration.

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

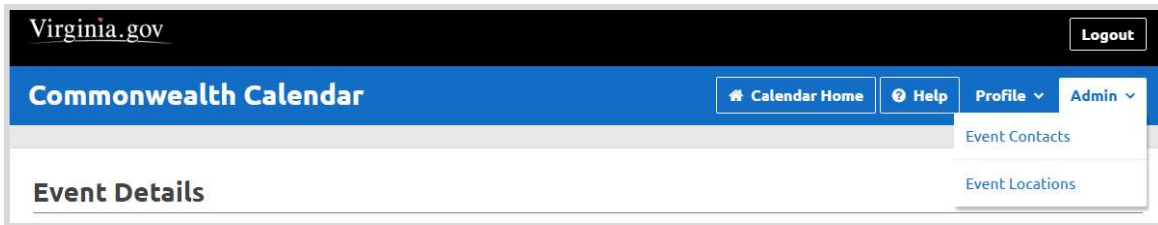
- Now that your password is changed, go to <http://www.commonwealthcalendar.virginia.gov> in your browser.

Login to the Commonwealth Calendar

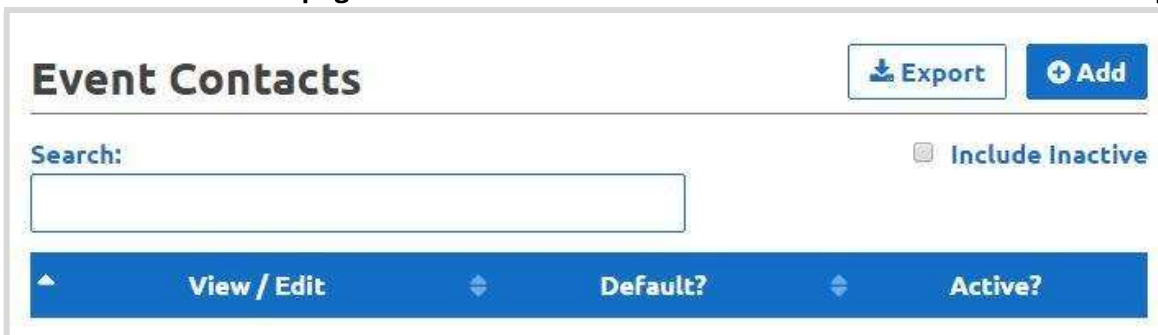
The screenshot shows a login form titled "Login". At the top, there is a message: "First time logging in? Please go to the Commonwealth Calendar Self Service to complete your registration and change your password." Below this, there are two input fields: "Username *" and "Password *". The "Username" 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

Name * **First Name *** **Last Name ***
First Name: Last Name:

Display Name As *

Title

Organization *

Email *

Contact Info * **Phone *** **Phone Toll Free**
Phone: Phone Toll Free:

Fax **TDD**
Fax: TDD:

Address **Street Address**
Street Address 2

City **State** **Zip** **Zip 4**
City: State: Zip: Zip 4:

Default? Yes No

Active? 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

Virginia.gov Logout

Commonwealth Calendar Calendar Home Help Profile Admin

Filter Events Add Event

Calendar: Mar 2016

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

Mar 7 Commonwealth Calendar User Experience Testing
1:15 PM - 3:00 PM
Sponsored by Va Information Technologies
Public Hearing
[Get Directions](#) Edit

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

Virginia.gov Logout

Commonwealth Calendar Calendar Home Help Profile Admin

Create Event Save Changes Cancel

Event Details

Title *

All Day? Yes No

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

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

Location *

Street Address †

Street Address 2

City † **State †** **Zip †** **Zip 4**

Additional Info ‡

† 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

Event Contact

Contact

Name *

Title

Email *

Contact Info *

Phone * **Phone Toll Free**

Fax **TDD**

Address

Street Address

Street Address 2

City **State** **Zip** **Zip 4**

- 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

There will be no opportunity for public comment.


Sponsored by Virginia Commonwealth University
<http://www.vcu.edu/>

Handicap Accessible
 Deaf Interpreter

Location

910 West Franklin Street, Richmond, VA 23284, President's Conf. Room

[Get Directions](#)



Contact

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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'. A description follows: 'User Testing and Experience of Commonwealth Calendar'. It is sponsored by 'Va Information Technologies' with 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 '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 on a street grid.

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

[Edit](#) [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](#)



Click the “**Cancel Event**” button.

Cancel Event

[Go Back](#)

Cancellation Reason *

Cancellation Reason (Max 255 chars)

[Cancel Event](#)

Event Details

[Edit](#) [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.

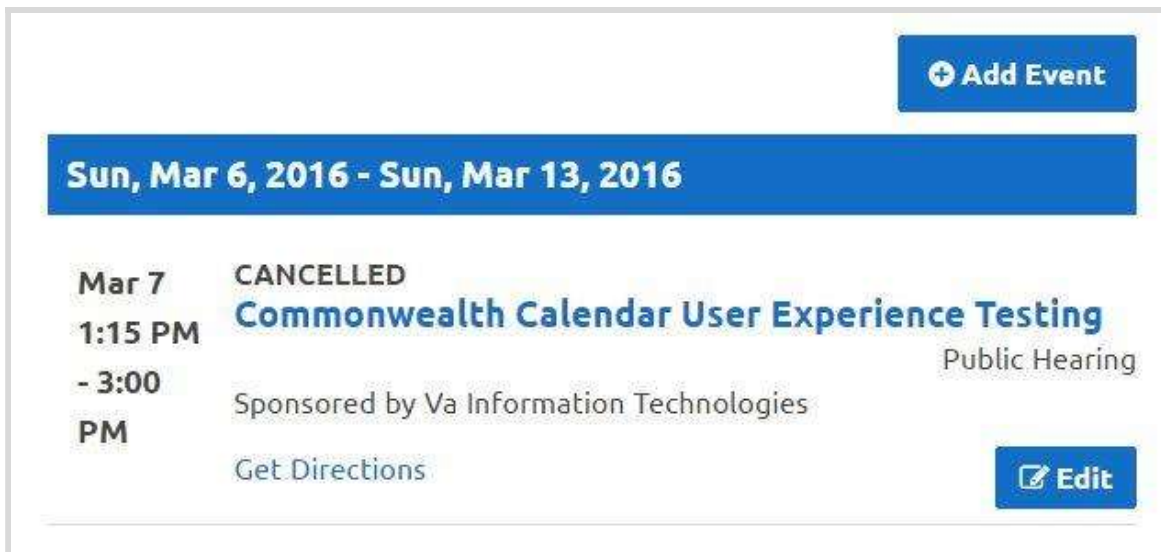
Location

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

[Get Directions](#)



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

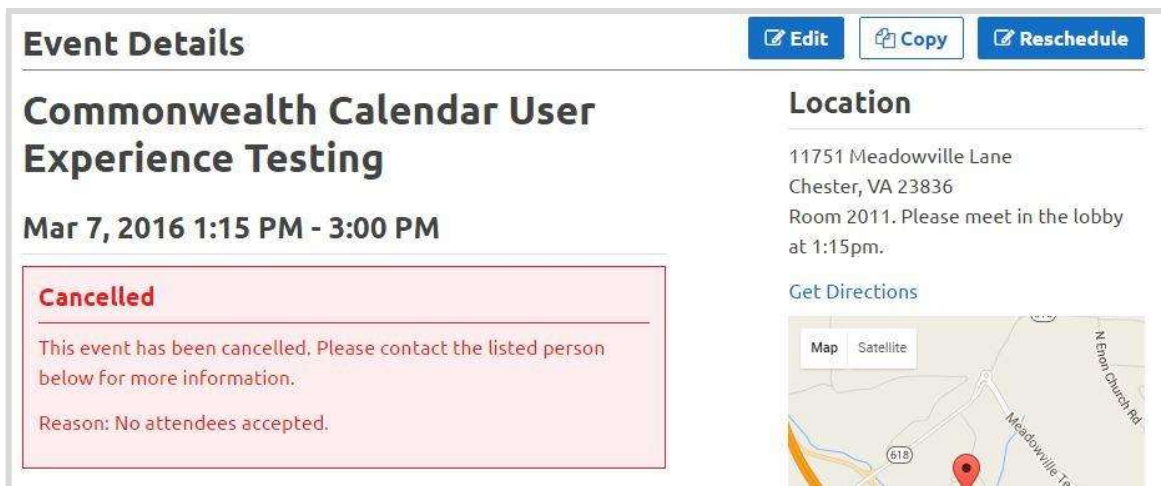


The screenshot shows a calendar event card. At the top right is a blue button with a plus icon and the text "Add Event". Below this is a blue header bar with white text: "Sun, Mar 6, 2016 - Sun, Mar 13, 2016". The event details are as follows: "Mar 7" followed by "CANCELLED" in bold. The event title is "Commonwealth Calendar User Experience Testing" in blue, with "Public Hearing" in smaller text to its right. The time is "1:15 PM - 3:00 PM". Below the time, it says "Sponsored by Va Information Technologies". At the bottom left of the card is a "Get Directions" link. At the bottom right is a blue button with a pencil icon and the text "Edit".

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.



The screenshot shows the "Event Details" page for the cancelled event. At the top right are three buttons: "Edit", "Copy", and "Reschedule". The event title "Commonwealth Calendar User Experience Testing" is prominently displayed. Below the title is the date and time: "Mar 7, 2016 1:15 PM - 3:00 PM". A pink box contains the following text: "Cancelled", "This event has been cancelled. Please contact the listed person below for more information.", and "Reason: No attendees accepted." To the right, under the "Location" heading, is the address "11751 Meadowville Lane, Chester, VA 23836" and the instruction "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", "Meadowville Ter", and "N. Ston Church Rd".

Click the “**Reschedule**” Button.

Reschedule Event Cancel

Reschedule Reason *

All Day? Yes No

Date and Time *

Start Date *

End Date *

[Reschedule](#)

- 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 Control

Public Hearing

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

Apr 14
All Day

RESCHEDULED ▼

This event has been rescheduled for Apr 15, 2016 12:00 AM

View the New Event

Reason: rainout 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 calendar@virginia.gov

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