

Resource Scheduler First Time Login Procedures

Resources Scheduler is the name of the system that is used to reserve study rooms and classrooms at Florida Coastal.

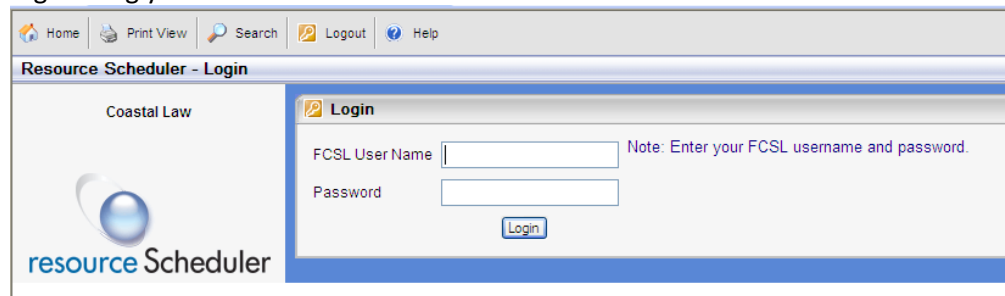
Before using Resource Scheduler make sure that Java is installed and activated on your computer.

- To access Resource Scheduler:

Click or paste the following link into your browser:

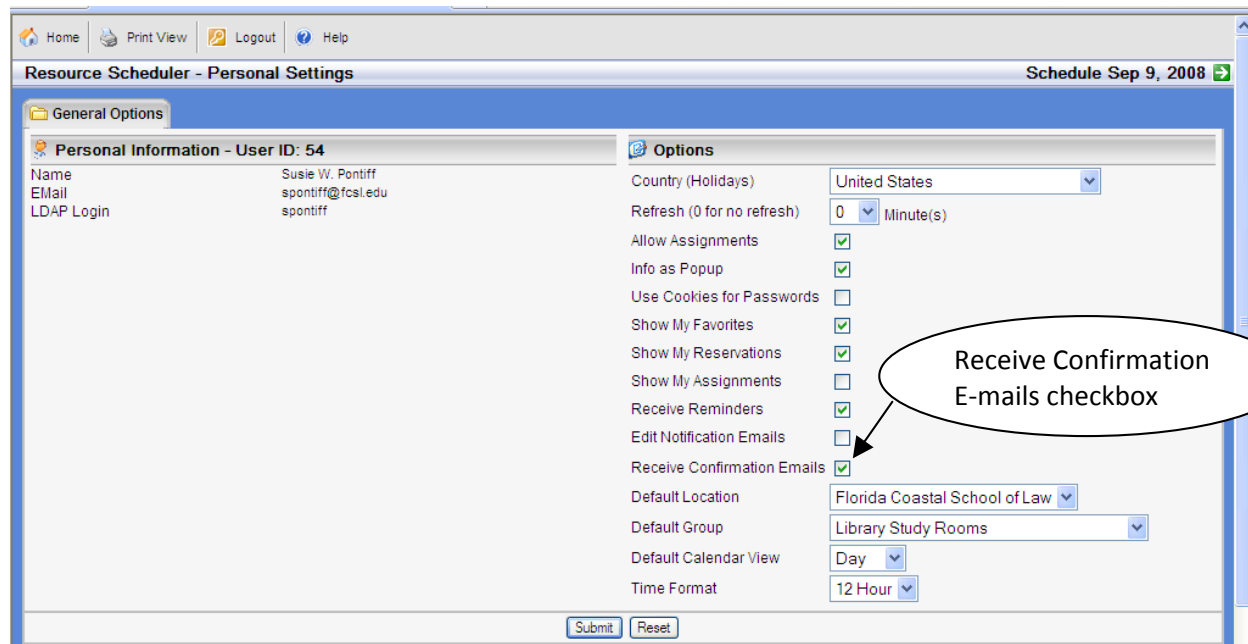
<https://roomreserve.fcsf.edu/resourcescheduler/login.asp>

1. Login using your FCSL Username and Password



The screenshot shows the 'Resource Scheduler - Login' page. At the top, there are navigation links: Home, Print View, Search, Logout, and Help. Below the navigation bar, the page title is 'Resource Scheduler - Login'. On the left side, there is a logo for 'Coastal Law' and 'resource Scheduler'. The main content area is titled 'Login' and contains two input fields: 'FCSL User Name' and 'Password'. A 'Login' button is positioned below the password field. A note reads: 'Note: Enter your FCSL username and password.'

2. Select the check box on the bottom right next to Receive Confirmation E-mails
-Do NOT change any other information
-Submit



The screenshot shows the 'Resource Scheduler - Personal Settings' page. At the top, there are navigation links: Home, Print View, Logout, and Help. The page title is 'Resource Scheduler - Personal Settings' and the date is 'Schedule Sep 9, 2008'. The page is divided into two main sections: 'Personal Information - User ID: 54' and 'Options'. The 'Personal Information' section shows the user's name as 'Susie W. Pontiff' and email as 'spontiff@fcsf.edu'. The 'Options' section contains various settings, including 'Country (Holidays)' set to 'United States', 'Refresh (0 for no refresh)' set to '0 Minute(s)', 'Allow Assignments' checked, 'Info as Popup' checked, 'Use Cookies for Passwords' unchecked, 'Show My Favorites' checked, 'Show My Reservations' checked, 'Show My Assignments' unchecked, 'Receive Reminders' checked, 'Edit Notification Emails' unchecked, and 'Receive Confirmation Emails' checked. A callout bubble points to the 'Receive Confirmation Emails' checkbox with the text 'Receive Confirmation E-mails checkbox'. At the bottom, there are 'Submit' and 'Reset' buttons.