

Virginia Information Technologies Agency



Commonwealth Calendar User Guide

April 14, 2016

www.vita.virginia.gov

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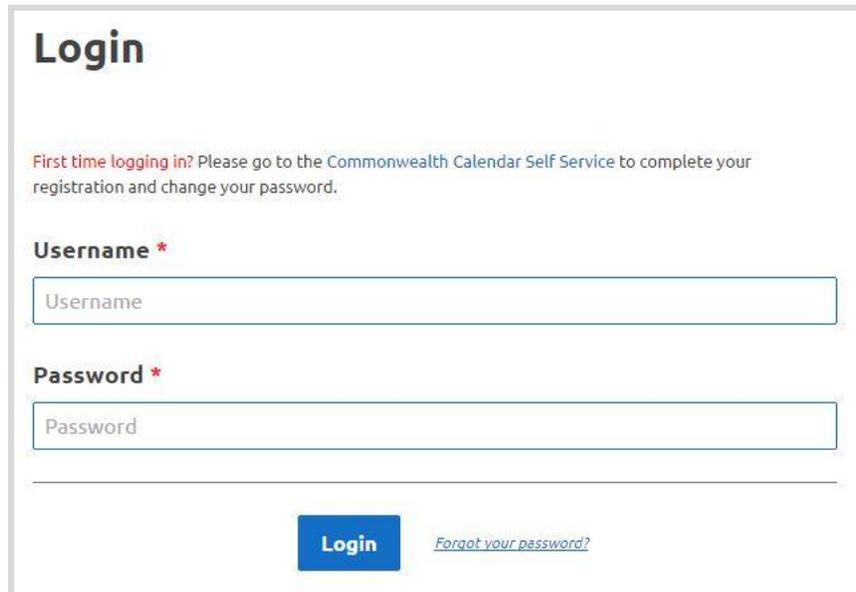
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Logging into Commonwealth Calendar for the first time

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.



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: AISN ▼

[Login](#)

- 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:

Que:

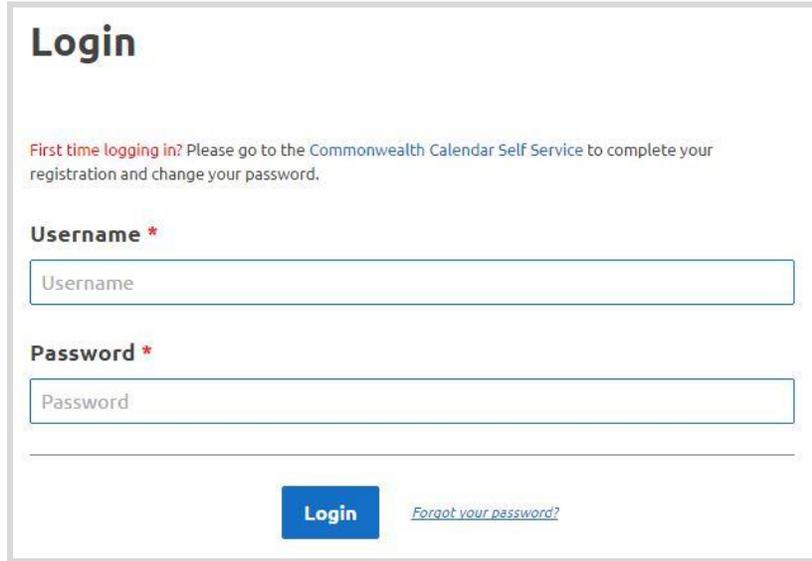
Hide Answer(s)

- 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



The screenshot shows a login form with the following elements:

- Login** header
- Message: *First time logging in?* Please go to the Commonwealth Calendar Self Service to complete your registration and change your password.
- Username *** label above a text input field containing the placeholder text "Username".
- Password *** label above a text input field containing the placeholder text "Password".
- A blue **Login** button.
- A link for *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 ***

Display Name As *

Title

Organization *

Email *

Contact Info *

Phone * **Phone Toll Free**

Fax **TDD**

Address

Street Address

Street Address 2

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

The screenshot shows the Virginia.gov Commonwealth Calendar interface. At the top, there is a navigation bar with the Virginia.gov logo, a Logout button, and the Commonwealth Calendar title. Below the navigation bar, there are links for Calendar Home, Help, Profile, and Admin. The main content area features a 'Filter Events' section with a calendar grid for March 2016. The event 'Commonwealth Calendar User Experience Testing' is listed for March 7, 2016, from 1:15 PM to 3:00 PM. The event is sponsored by Va Information Technologies and is a Public Hearing. An 'Add Event' button is visible in the top right corner of the main content area.

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

The screenshot shows the 'Create Event' form in the Commonwealth Calendar system. The form is titled 'Create Event' and has 'Save Changes' and 'Cancel' buttons. The 'Event Details' section includes a 'Title *' field with the placeholder text 'Event Title'. Below the title field, there is an 'All Day?' section with radio buttons for 'Yes' and 'No', where 'No' is selected. The 'Date and Time *' section includes 'Start Date *' and 'End Date *' fields, both with the placeholder text '03/04/2016 12:00 am' and a calendar icon.

Add your event information using the fields.

Description

Primary Sponsor *

Event Status * Active

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.

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](#)



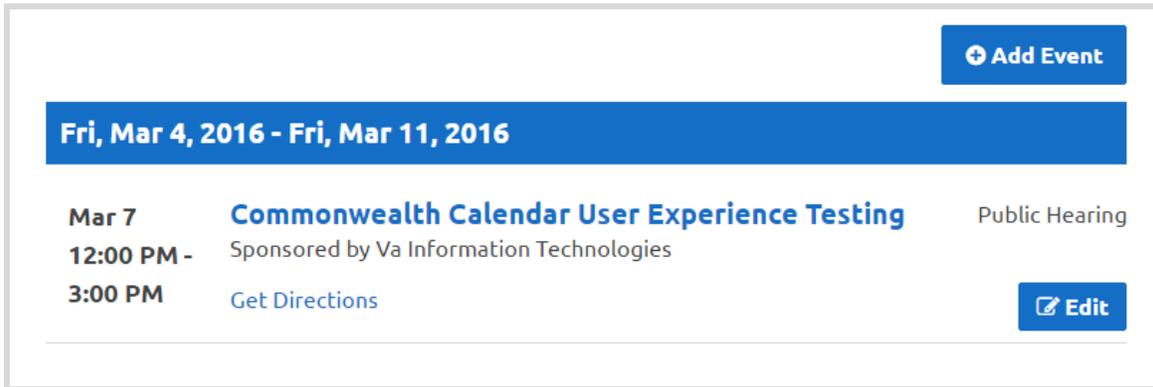
Contact

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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/'. Accessibility information is provided: 'Handicap Accessible' (with a green checkmark) and 'Deaf Interpreter Unavailable' (with a red X). The 'Location' section lists the address: '11751 Meadowville Lane, Chester, VA 23836' and includes 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 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 text area and a character count '(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 *' and 'End Date *'. The start date is '03/07/2016 01:15 pm' and the end date is '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.

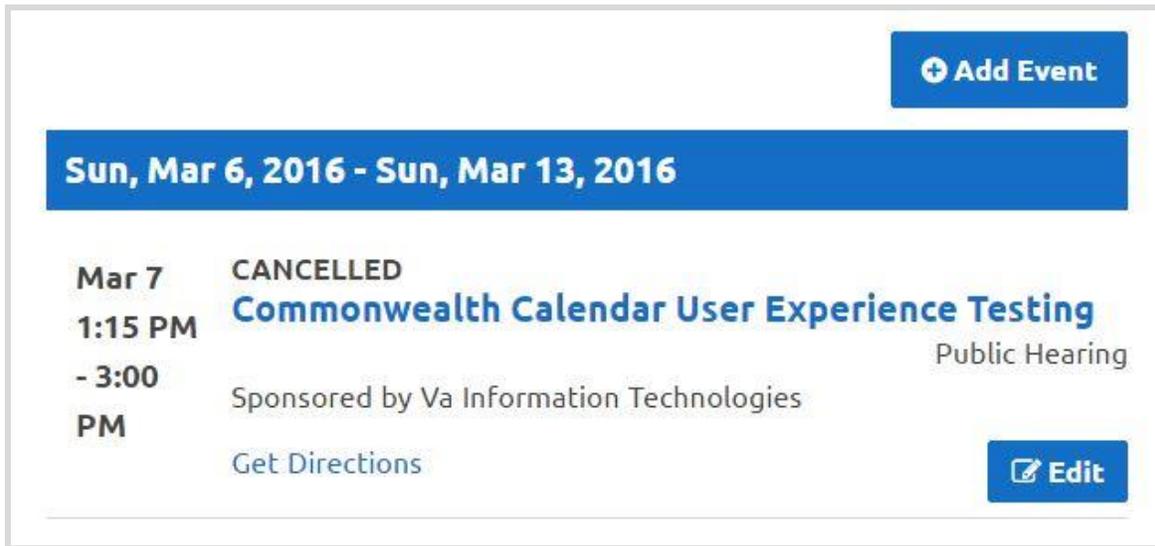
Location

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.

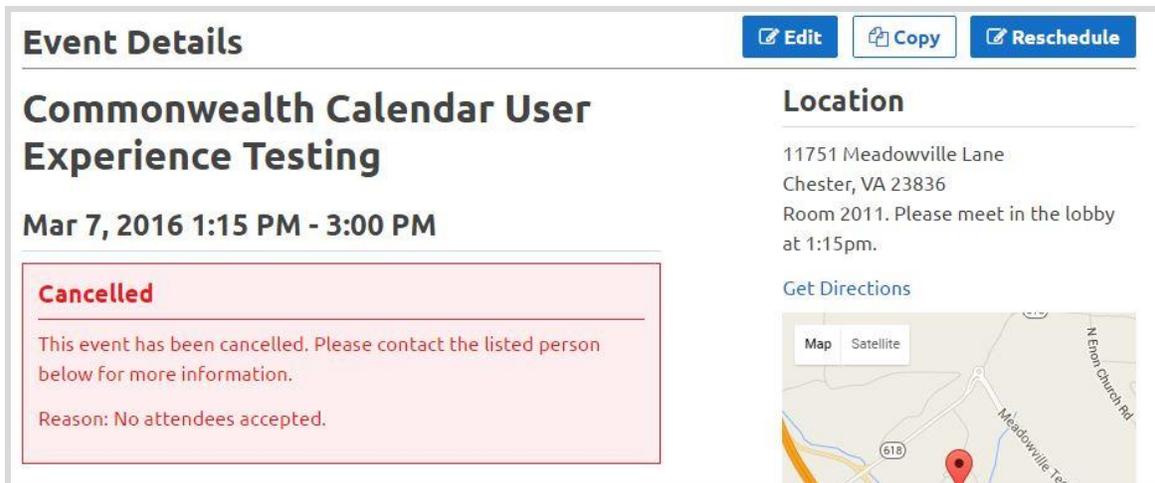


The screenshot shows a calendar interface. At the top right is a blue button with a plus icon and the text "Add Event". Below this is a blue banner with white text: "Sun, Mar 6, 2016 - Sun, Mar 13, 2016". Underneath, the event details are listed: "Mar 7" followed by "CANCELLED" in bold. The event title 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 event card is a link "Get Directions". 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 "Commonwealth Calendar User Experience Testing" event. At the top right are three buttons: "Edit", "Copy", and "Reschedule". The event title is "Commonwealth Calendar User Experience Testing" and the date/time is "Mar 7, 2016 1:15 PM - 3:00 PM". A red box with the heading "Cancelled" contains the text: "This event has been cancelled. Please contact the listed person below for more information." and "Reason: No attendees accepted." To the right, under the heading "Location", the address is "11751 Meadowville Lane, Chester, VA 23836". Below the address, it says "Room 2011. Please meet in the lobby at 1:15pm." and a "Get Directions" link. At the bottom right is a map showing the location with a red pin and labels for "Map", "Satellite", "618", "Meadowville Ter", and "N. Day 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