25Live

April 8, 2020

IUP has implemented 25 Live to enable the scheduling of IUP locations. A location can be an indoor or outdoor location, classroom, meeting room, or large gathering orientation location. The intent is to record the request, the planned activity, and store the information in a single location, 25 Live.

The procedures to request use of an IUP location are posted on the IUP website. The location steward will review the respective request and enter the request in 25 Live. The stewards will follow 25 Live governance and procedures. The stewards are listed below.

- The Registrar Office and Administration and Finance are the leads in the configuration, security administration, and use of 25 Live.

- The Registrar Office has precedence on any classroom activity including classroom locations. These locations may change due to business reasons and may go beyond identified academic buildings. This precedence is required to complete course schedules. Local reservations in 25 Live will be removed if conflicting with classroom schedules.

- Identified location stewards will work with the Registrar Office and Administration and Finance to facilitate requests in a distributed model. Examples are listed below.
  - President Office
  - University Events
  - Conference Services
  - Academic Colleges
  - Crimson Connect
  - Office of Housing and Residential Life
  - Athletics
  - Academic Colleges
  - Alumni and Friends
  - Student CoOp

- The approved location stewards may be provided security to enter requests and/or approve requests. A primary location steward will coordinate any security updates with the Registrar Office.