

- 1. Open an internet browser and navigate to <u>https://25live.collegenet.com/pro/uark</u>
- 2. Click the Sign In link and enter your UA login and password.
- 3. Click Locations form the Select Object drop-down menu.

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4. Enter the building code in the **Quick Search** box and click **Search**.

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5. Click on Availability.

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☆	MEH410242		Memorial Hall Classroom 0342	General Access Classroom, Memorial Hall	General Access Space, Tech Type: Standard, Tech Type: Standard Life, Layout Individual Desks, Whiteboard - B Foct, Nexts Accessibility Oudelines, Board - White/Dry Erase	Classroom	61
☆	MEN440252		Memorial Hall Classroom 0352	General Access Classroom, Memorial Hall	General Access Space, Tech Type Standard, Tech Type Standard Uch, Lryout, Movable Tables, Chains, Heats Accessibility Guidelinee, Board - White, Chry Erase	Classroom	26
\$	HEM40253	-	Memorial Hall Classroom 0253	General Access Classroom, Hemorial Hall	General Access Space, Tech Type: Standard, Tech Type: Standard Lite. Litt	Caureen	» And Andrews

6. Options include **room(s) selected**, the **date selected** and the **selected view**. Users may create a room search and save it to their **Favorites** to view rooms in more than one building. In this view, **availability** is for one day.

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NOTE: This is a partial view of the availability of general access classrooms with 19 to 30 seats for the first day of classes. This list was generated using a **Saved Search**. *Using the availability view allows users to identify when a room is being used or may be available for additional classes, meetings or maintenance.*

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7. Click the back button in the top left of the browser window to go back to the room list.



8. Click on the **Room** link to view room details.

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ŵ	MEMH0249		Memorial Hall Classroom 0249	Special Purpose Room, Not Used For Class Scheduling, Memorial Hall	Lab/Special Purpose Space, Meets Accessibility Guidelines, Board - Chaik	Classroom				
\$	MEMHA2252		Memorial Hall Classroom 0252	General Access Classroom, Memorial Hall	General Access Space, Tech Type: Standard, Tech Type: Standard Lita, Layook Novable Tablex/Chains, Meets Accessibility Guidelines, Board - White/Dry Ensee	Classroom	25			
습	MD4-0253		Memorial Hall Classroom 0253	General Access Classroom, Memorial Hall	General Access Space, Tech Type Standard, Tech Type-Standard Uth, Layout Individual Desis, Whiteboard - 12 Foot Or Larger, Whiteboard - 16 Foot, Marts Accessibility Quidelines, Board - White, Ony Erase	Classroom	26			

9. Click on Availability (Weekly) to view the availability of a room for a full week.

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[Details	List	Availability (Daily)	Availability (Weekly)	alendar

Example below showing the availability for MEMH 0252 for the first week of classes.

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