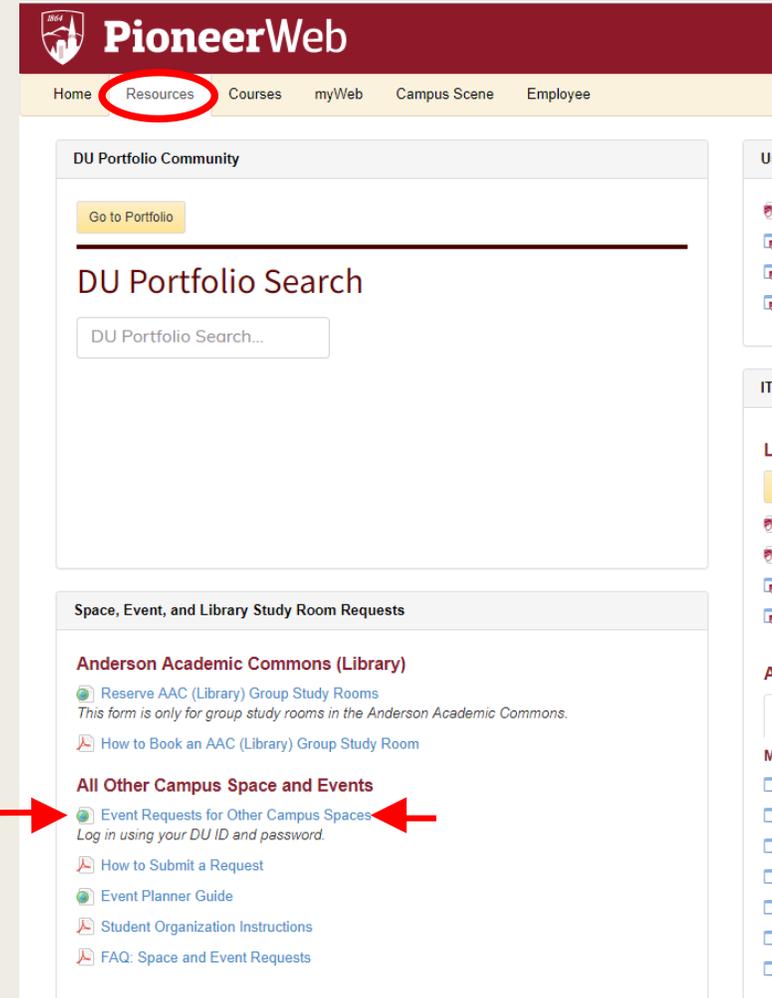


How to Access 25Live

- Go to: pioneerweb.du.edu
- Navigate to the “Resources” Tab
- Select the link for “Event Requests for Other Campus Spaces” located on the lower left side

*Save this website as a favorite for easy future access

Browser recommendation: 25Live operates best in Chrome or Firefox

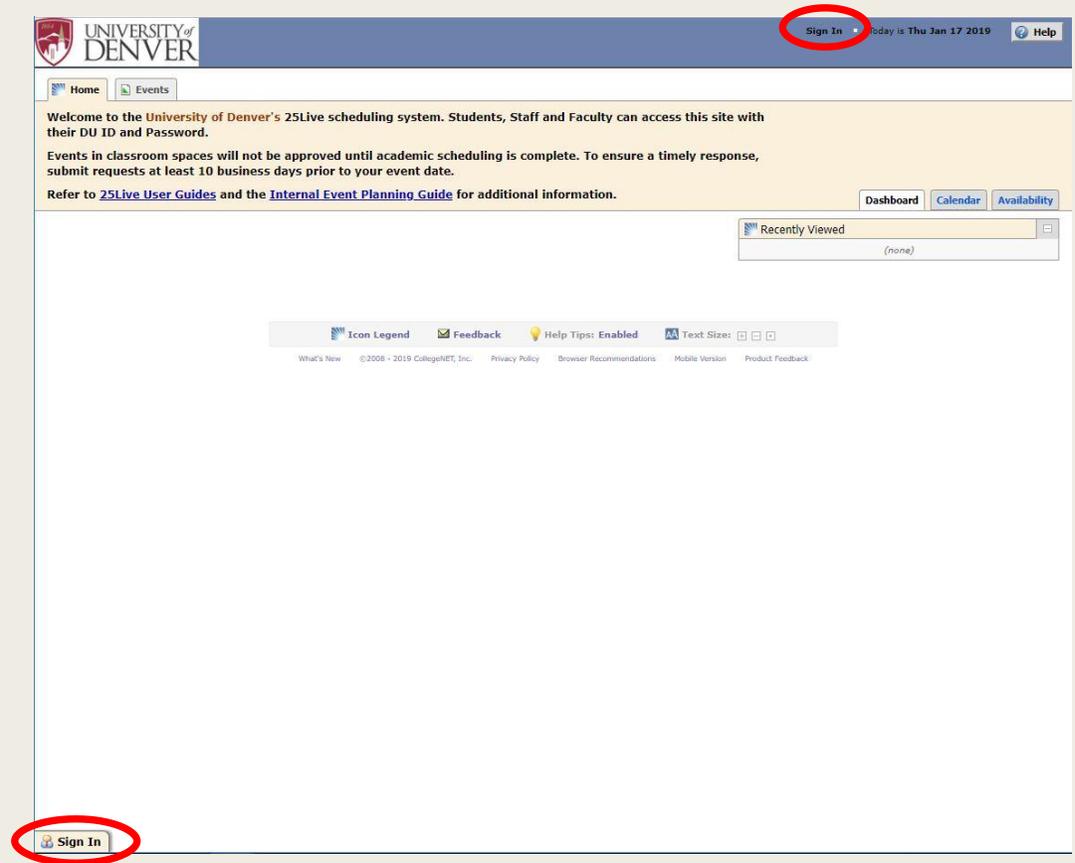


The screenshot shows the PioneerWeb website interface. At the top, there is a dark red header with the PioneerWeb logo and name. Below the header is a navigation bar with several tabs: Home, Resources (circled in red), Courses, myWeb, Campus Scene, and Employee. The main content area is titled "DU Portfolio Community" and contains a "Go to Portfolio" button and a "DU Portfolio Search" section with a search input field. Below this, there is a section titled "Space, Event, and Library Study Room Requests" which lists several links. The link "Event Requests for Other Campus Spaces" is highlighted with a red arrow pointing to it from the left and another red arrow pointing to it from the right. Other links in this section include "Anderson Academic Commons (Library)", "How to Submit a Request", "Event Planner Guide", "Student Organization Instructions", and "FAQ: Space and Event Requests".

How to Access 25Live

- Select “Sign In” located in the top right or lower left corner
- Sign In Box should appear

Troubleshooting: If Sign In pop-up does not appear, clear browser history and try again



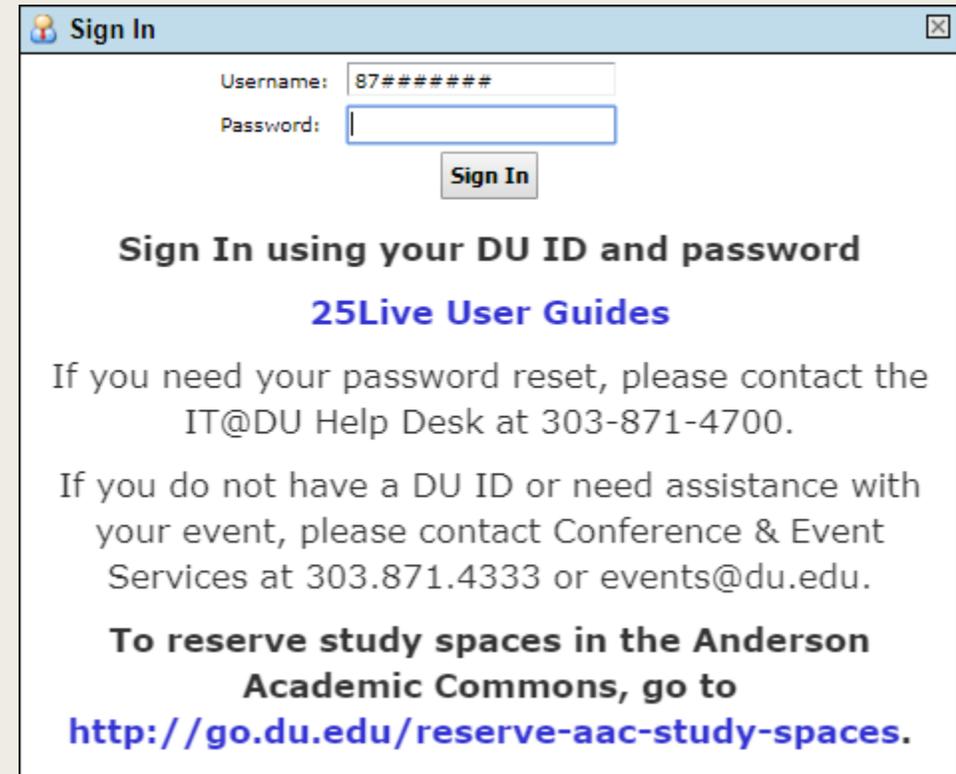
Sign In to 25Live

- Sign In using your DU ID and password

Username: DU ID (87#####)

Password: DU Password

Troubleshooting: If you need your password reset, contact the IT@DU Help Desk at 303-871-4700

A screenshot of a web browser window titled "Sign In". The window contains a sign-in form with two input fields: "Username:" containing "87#####" and "Password:" which is empty. Below the fields is a "Sign In" button. Underneath the form, there is a heading "Sign In using your DU ID and password" followed by a link "25Live User Guides". Two paragraphs of text provide contact information for password resets and event assistance. At the bottom, there is a bold instruction to reserve study spaces with a link to "http://go.du.edu/reserve-aac-study-spaces".

Sign In

Username: 87#####

Password:

Sign In

Sign In using your DU ID and password

[25Live User Guides](#)

If you need your password reset, please contact the IT@DU Help Desk at 303-871-4700.

If you do not have a DU ID or need assistance with your event, please contact Conference & Event Services at 303.871.4333 or events@du.edu.

To reserve study spaces in the Anderson Academic Commons, go to <http://go.du.edu/reserve-aac-study-spaces>.