



Gcal Resource Calendar Center (GRCC)

The GRCC is a web based application that serves two primary functions:

- It provides a means for all Faculty/Staff to request new resource calendars in Gcal.
- Resource calendar custodians can manage resource calendar sharing settings directly instead of going through the IT Service Desk.

To Access the GRCC:

- 1) Go to <https://grcc.montclair.edu>
- 2) Enter your NetID Username and Password
- 3) Click **Submit**

A screenshot of the Gcal Resource Calendar Center login page. The page has a yellow background and a red header with the Montclair State University logo and the title "Gcal Resource Calendar Center". Below the header, there is a paragraph of text explaining the application's purpose. A "Please Login" section contains fields for "Your NetID Username:" and "Your NetID Password:", followed by a "Submit" button. At the bottom, there is a link for "Having trouble? Click here for help logging in."

Upon login you will see the resource calendars (if any), you are assigned to as a custodian.

Requesting a New Resource Calendar

- 1) Click on the **Request A Calendar** tab

A screenshot of the "Request New Resource Calendar" form. The form has a yellow background and a red header with the title "Request New Resource Calendar". It contains several fields: "Type:" with a dropdown menu, "Department/Division:" with a dropdown menu, "Building Name:" with a dropdown menu, "Room number:" with a text input field, and "Purpose of calendar:" with a text input field. Below these fields, there is a paragraph of text explaining the naming convention for resource calendars. At the bottom, there are fields for "Custodian's NetID:" and "Custodian's phone number:". The form also includes a "Preview Request" button and a "Submit Request" button.

- 2) Choose the **Type** of calendar you are requesting
- 3) Choose your **Department/Division**
- 4) Select a **Building Name** (if applicable)
- 5) Enter a **Room number** (if applicable)
- 6) Enter the **Purpose** of the calendar you are requesting
- 7) Enter the **Custodian's NetID**
- 8) Enter the **Custodian's phone number** (four digit extension ONLY)
- 9) Click **Preview Request**
- 10) Click **Submit Request**

You will receive an email from the MSU Calendar Administrator after your request has been processed. Once created, you can set the sharing permissions.

Managing Your Google Resource Calendars

On the **Main** tab, click the **Manage Sharing** button for the calendar you wish to modify.



Choose from these sharing options:

Share this calendar with others:

- **Make this calendar public** - this will allow your resource calendar to be shared and viewed by anyone with a Google login. **Note: This is not limited to the MSU domain. ENABLE THIS OPTION WITH CAUTION.**
- **Share this calendar with everyone in the Montclair State University domain** - this is the default sharing option and is recommended to be set to "See only free/busy". Turning off this option will require you to share the calendar with every user who requires any level of access. **Note: CHANGE THIS OPTION WITH CAUTION.**

Share with specific users:

- 1) Type in the User's NetID and choose the permission level
- 2) Click **Add**
- 3) Repeat steps until all users are added
- 4) Click **Save**

New users may be added at any time by accessing the **Manage Sharing** tab, and following the instructions at the bottom of the page for **Add new user**.

A screenshot of a web form for adding users. The top section, titled "Add new user:", contains a "User NetId:" text box, a "See only free/busy" dropdown menu, and an "Add User" button. The bottom section, titled "Add multiple new users:", features a large "Users NetIds:" text area. To the right of this area is instructional text: "If you need to grant access to the calendar to more than one user please enter one NetID per row in the box on I left and press the 'Add Users' button. Set the right permissions and press the 'Save' button." Below this text is an "Add Users" button. At the very bottom of the form are "Save" and "Cancel" buttons, preceded by the text "Please make sure you press the 'Save' button once you are done with your changes."