



Darla Moore School of Business

Moore School 25Live Access Policy

Updated 10/6/21

To ensure active users are up to date with system changes and updates, annual refresher training is required. Annual refresher trainings will happen once per year, with multiple dates/times offered.

New user trainings will be offered once per quarter. These trainings will be scheduled for July, October, January and April to correspond with our fiscal year.

ACTIVE USERS:

If an active user does not attend annual refresher training (or reach out to make alternative arrangements if none of the dates/times offered work), access to 25Live will be revoked. Active users are always welcome to attend new user trainings throughout the year to count as their annual refresher training.

NEW USERS:

There will be new user trainings once per quarter for any new staff or faculty that would like access. Once a new user becomes an active user, they are responsible for annual refresher trainings. Users whose access was revoked can attend new user training to have their access reinstated.

Each department/academic unit is required to have a minimum of one active 25Live user to handle reservation requests. There is no limit on users, so multiple users in departments/academic units is welcomed.

If you have any questions, please feel free to reach out to Elizabeth.Watts@moore.sc.edu and Amy.Lantz@moore.sc.edu.