



# STUDENT ENGAGEMENT & ACTIVITIES' GUIDE TO REQUESTING SPACE NOT IN 25LIVE



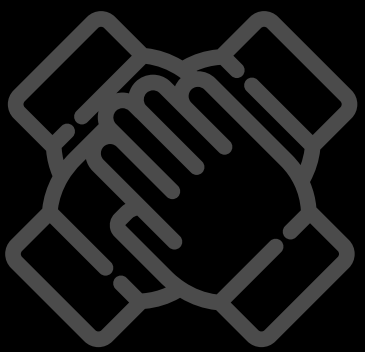
If you want to request a space not in 25Live you will need to create the event on SB Engaged .

You will log onto SB Engaged using your personal NETID and Password.



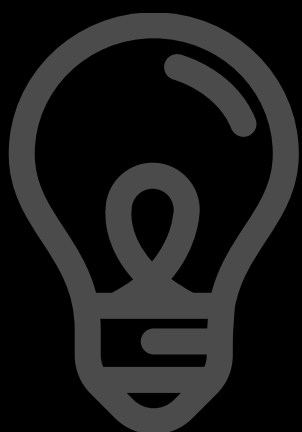
Select "Space not Available" in 25Live.

Then you can request the space you would like as well as the date and time of the proposed event.



Make sure to provide as much detail about the event as possible.

After you select the space, your program advisor will reach out to the appropriate office regarding your space request.



Once you have confirmation that the request has been approved, you can start planning the event!