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**

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

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.**