


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



Request New Resource Calendar

Type:

Select a type before you proceed with the other fields. Based on your selection some of the fields will not be applicable.

Department/Division:

Building Name:

Room number:

Purpose of calendar:

All resource calendars must follow our standard naming convention noted below. The format of the name varies depending on calendar type. Please provide us with any information that may assist us in determining an appropriate resource name for the calendar.

- Asset (Admin Div. or College/School name)-Dept-Resource name
- Dept (Admin Div. or College/School name)-Dept-Resource name
- Location-Building (Room)-Admin Div. or College/School name)-Dept-Resource name
- Project-Scope/Project or Dept. name)-Resource/Project name

Custodian's NetID:

Enter the custodian NetID. If you will be the calendar custodian please enter your MSU NetID again.

Custodian's phone number:

Enter only the four digit extension. ex. "1234"

- 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](#).

The screenshot shows the 'Add new user' form. It has a section for 'Add new user:' with a 'User NetId:' input field, a 'See only free/busy' dropdown menu, and an 'Add User' button. Below this is a section for 'Add multiple new users:' with a large 'Users NetIds:' text area and an 'Add Users' button. A note explains that for multiple users, one NetID should be entered per row. At the bottom, there are 'Save' and 'Cancel' buttons and a reminder to press 'Save' when done.