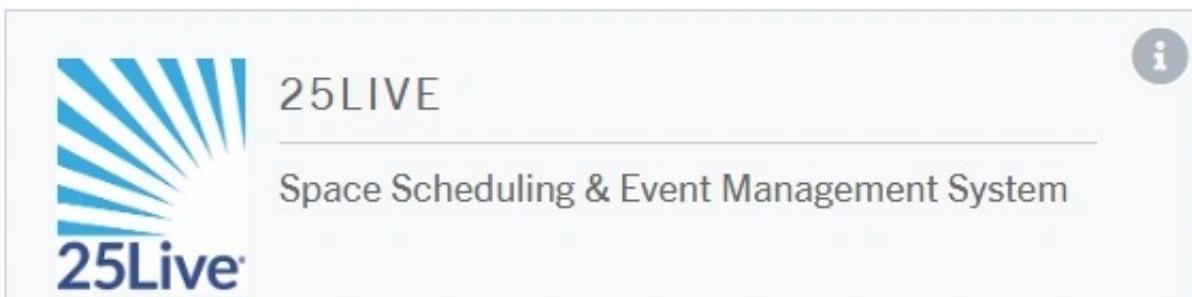


Customizing Your 25Live Dashboard

This guide offers a step-by-step process for personalizing your 25Live dashboard. Users can "drag and drop" dashboard elements to put their most-used tools front and center. Customization saves time and optimizes the use of 25Live.

1

Select the 25Live tile from your MySCU Portal dashboard or navigate to <https://25live.collegenet.com/pro/scu#!/home/dash>

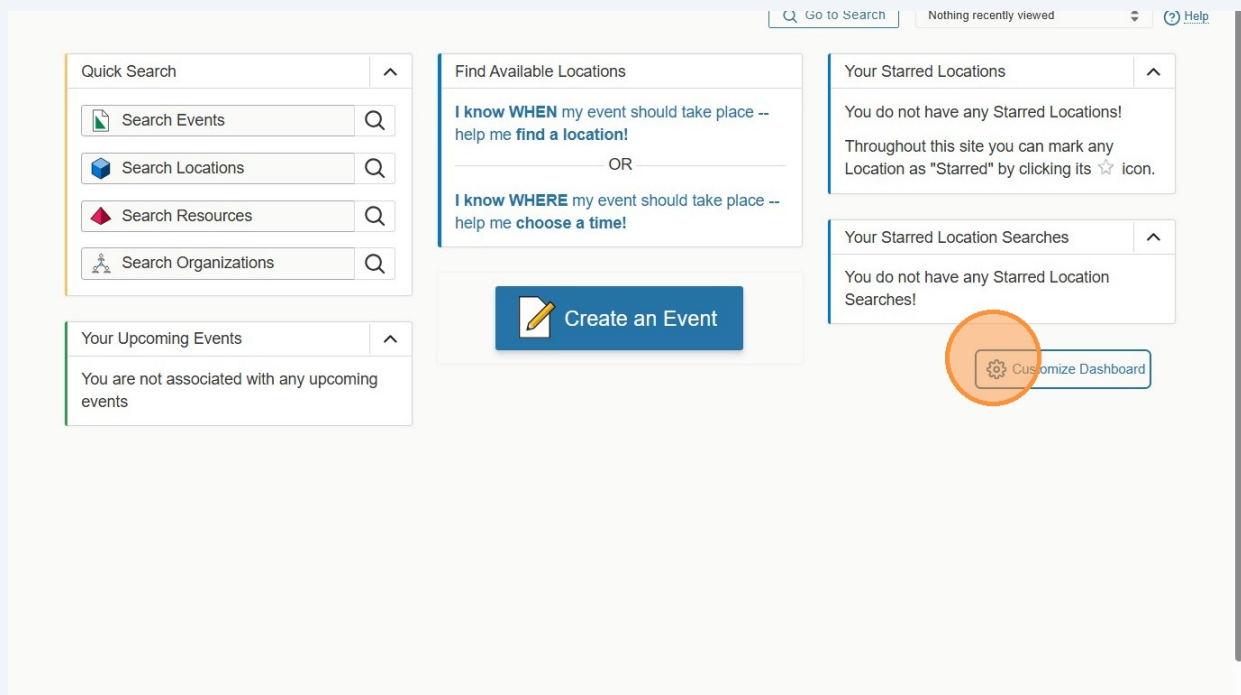


2

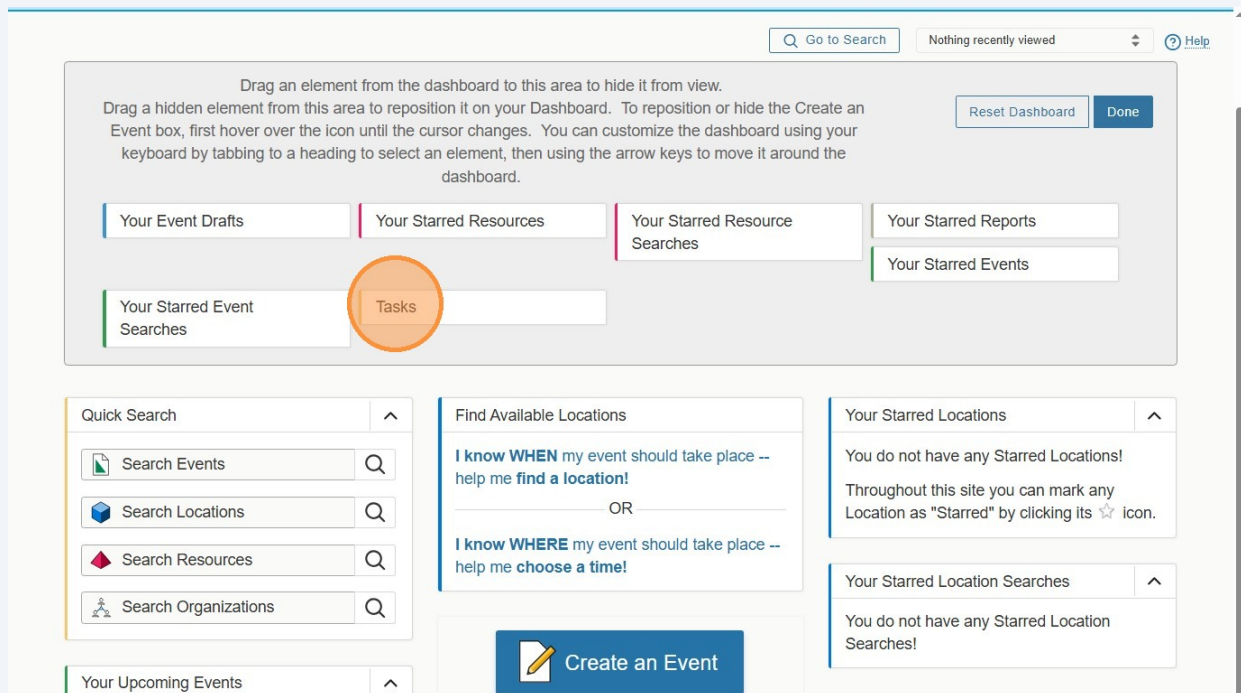
Log in to 25Live via SCU's Single Sign On (SSO)

A screenshot of the Santa Clara University login page. At the top center is the Santa Clara University logo, featuring a red shield with a white building and the text "Santa Clara UNIVERSITY". Below the logo is a light gray rectangular box containing the login form. The form has the title "Log in to SCU" at the top. It includes two input fields: "SCU Username" with a placeholder "e.g. B.Franco" and "Password" with a placeholder "Passwords are case sensitive". A red "Log In" button is positioned below the password field. Below the login form, there is a "Need help?" section with text stating that passwords are case sensitive and providing a link for forgotten passwords. At the bottom of the page, the copyright notice "© 2025 Santa Clara University" is visible.

3 Click on "Customize Dashboard"

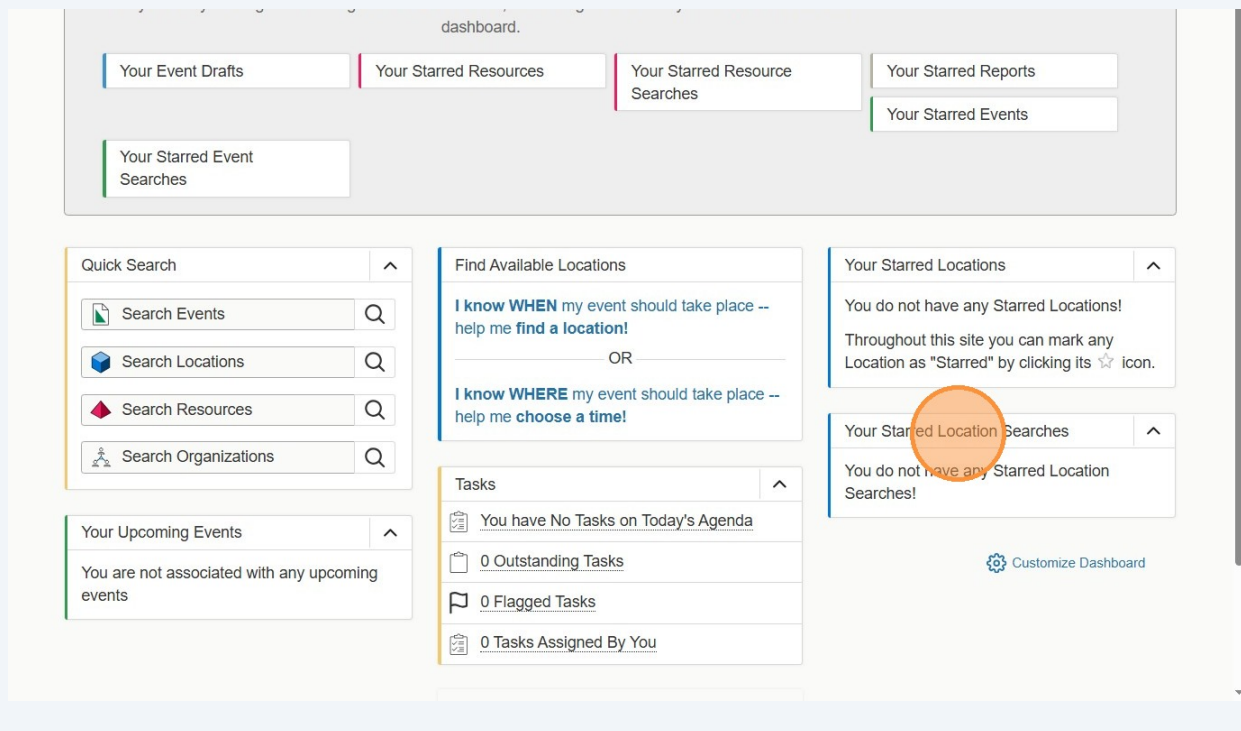


4 Desired elements can be dragged from the upper box onto your dashboard. Drag and drop the new element where you'd like it to be located on the dashboard.



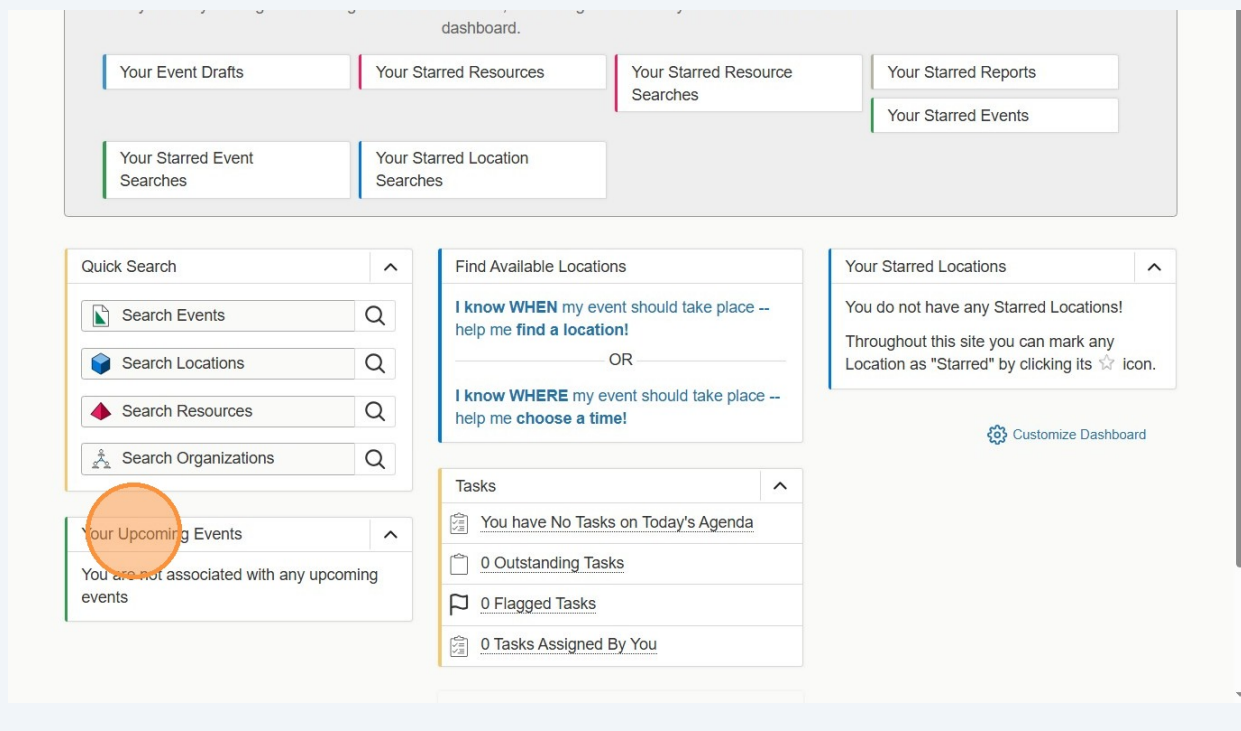
5

Unused elements can be dragged into the upper box to remove them from the dashboard.



6

Each element on the dashboard can be moved to a desired location using a "drag and drop" action.



7

Once you've customized your dashboard, click the "Done" button to save your changes. If you'd like to revert to the default dashboard setup, click on the "Reset Dashboard" button.

