



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**