# Adding Room Schedulers

**Instructions:**
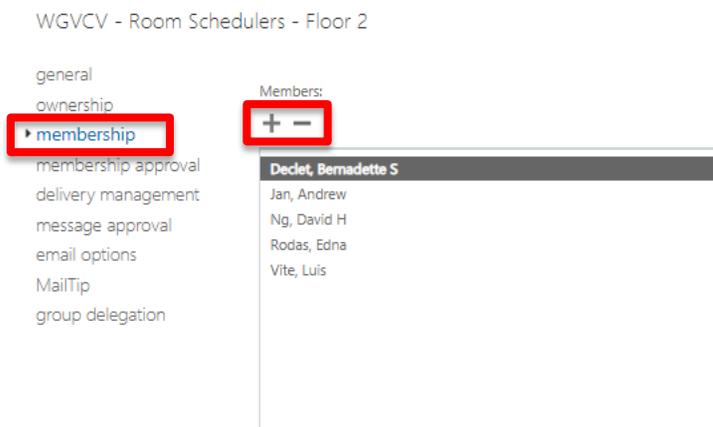
1. Login to http://dledit.ucsf.edu using your windows username and password.
2. Click the magnifying glass and search for **WGVCV.**
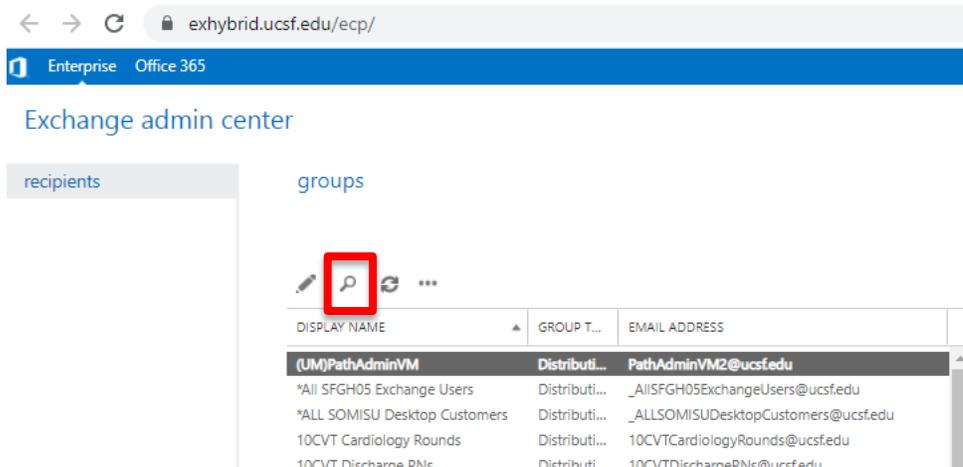


3. Select your Floor from the list. Double click and a popup will appear.
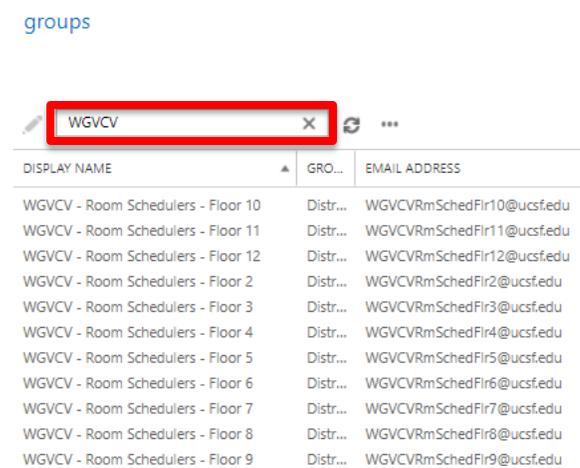


4. Select **membership** in the side menu and it will display those who currently have access to schedule conference rooms on the selected floor.



5. Using the **+** or **−** buttons above the list, Add or Remove members from the list. Another popup will appear to allow you to search for members. Select the name, click **add ->**, then **OK.** Verify the names added to the list then click **Save**.

# Adding Floor Owners

To add Floor Owners, Current Floor Owners need to submit an IT ServiceNow Ticket with the following information:

Please add the following to the list of owners in *<name of the list>* on [http://dledit.ucsf.edu](http://dledit.ucsf.edu):

- [John.Doe@ucsf.edu](mailto:John.Doe@ucsf.edu)
- [Jane.Smith@ucsf.edu](mailto:Jane.Smith@ucsf.edu)
- …and so on