My Events
External users will be able to use CAMPUS to organize and request the scheduling of events related to workers compensation. On the dashboard, there is a card that shows how many upcoming events you have. There is also a calendar in the bottom right, which will show a colored dot(s) to indicate how many events you have on that day.
My Events
The dashboard calendar can be toggled to a daily view by clicking the 3 bullet point icon next to My Events. To open the full calendar, you can click on any day when in calendar view; or click the Open Calendar link in the bottom right.
Event Details Page
External users are only able to view events from the calendar, not schedule them. If you click on a day with an event scheduled, it will show you the summary details.
Event Details Page

If you wish to view more information, click on one of the events to be taken to the Event Details page. The Event Details page will list all relevant information for the scheduled event. To add the event to a calendar outside of CAMPUS, click the Export Event Details button in the top right. It will allow you to download an .ics file, which can be added to most other online calendars, including Microsoft Outlook, Google Calendar and Apple Calendar.
Notice

When an event is scheduled, a notice will appear in the party’s dashboard, and an email will be sent. The email will include this information:

An event associated with DS-02-3945-200 has been scheduled:

**Description:** Administrative Conference

**Date & Time:** October 13, 2020, 01:00 PM – 02:00 PM CT

**Location:** DLI St. Paul Office located at 443 Lafayette Road N., St. Paul, MN 55155

Click here to view further details for this event.

If you need to attend this event remotely or have questions regarding this event, please call 651-284-5032 or email us at helpdesk.dli@state.mn.us.
Editing the Calendar

Users can add unavailable dates and times to their calendars. In the calendar view screen, select “Edit Unavailability” which opens the calendar up.
When an external user initiates a dispute and requests a mediation, they will immediately be led to the Initiate Polling screen. They can then set up a scheduling poll to receive feedback from other attendees on when it should be scheduled.
When an external user initiates a dispute and requests a mediation, they will immediately be led to the Initiate Polling screen. They can then set up a scheduling poll to receive feedback from other attendees on when it should be scheduled. They can choose 3 potential Mediators, 3 potential Dates, and up to 6 different times.
Polling for Mediation

- All attendees of an event that is out for polling will get an email to respond to the poll
- Once all the responses have been filled out the DPRS or OAS staff can schedule the Mediation
Responding to a Mediation Poll

If you are sent a poll, you will receive both an email and a CAMPUS notification. Use the following steps to respond when received.

1. Select the dates and times in CAMPUS that work for you, then click Confirm.
   - The Confirm button will highlight after the dates/times are selected.
   - The Events Details page will display.

2. Click the Currently Polling link under Date, Start Time and End Time to view the response to the poll.
Thank you!