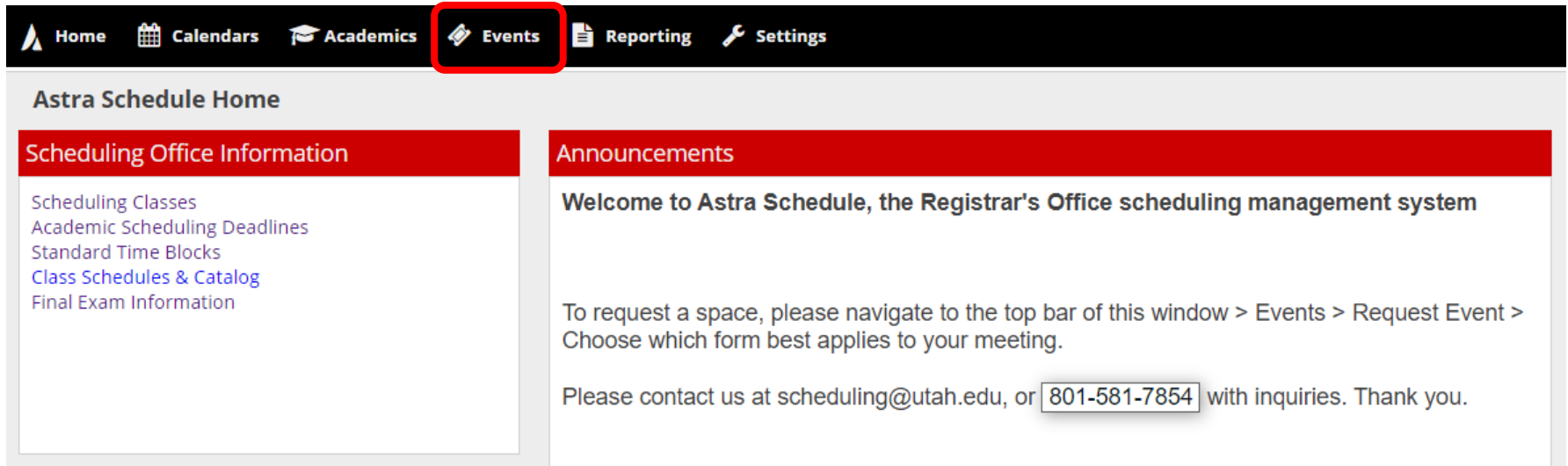
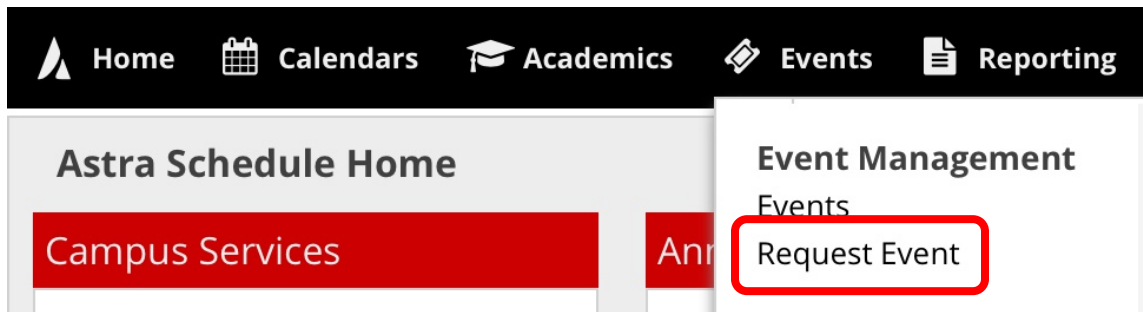


Astra Guide – University Employee Room Request

1. Go to <https://astra.utah.edu>. *You must be logged into Astra* to make an employee request.
2. Click the “Events” tab.



3. Click the “Request Event” link.



4. Select “University Employee Request” in the dropdown menu, and click “Next”.

Event Request Wizard

Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

* Event Request Form: University Employee Request

Next Cancel

5. Read the form instructions, and then complete the form fields. The meeting title should be descriptive and specific. Please review the examples below:

Sufficient Title	Insufficient Title
MATH 1000-001 Exam Review	Exam Review
Anthropology Department Meeting	Team Meeting
PhD Defense – Jackson Thomas	Defense

* Please Enter Your UNID

* Meeting Name:

Fill in

* Event Estimated Attendance:

* Please provide any additional information or questions regarding your event:

6. Click the 'Add Meeting' button.

Add a Meeting:

Add Meeting **Assign Rooms**

No meetings created. [Add Meeting](#)

Submit

7. Complete the 'Meeting Name' and 'Meeting Type' fields.

Create Meeting(s) ✕

Single Multiple Recurring

Start Time: End Time:

Start Date: End Date:

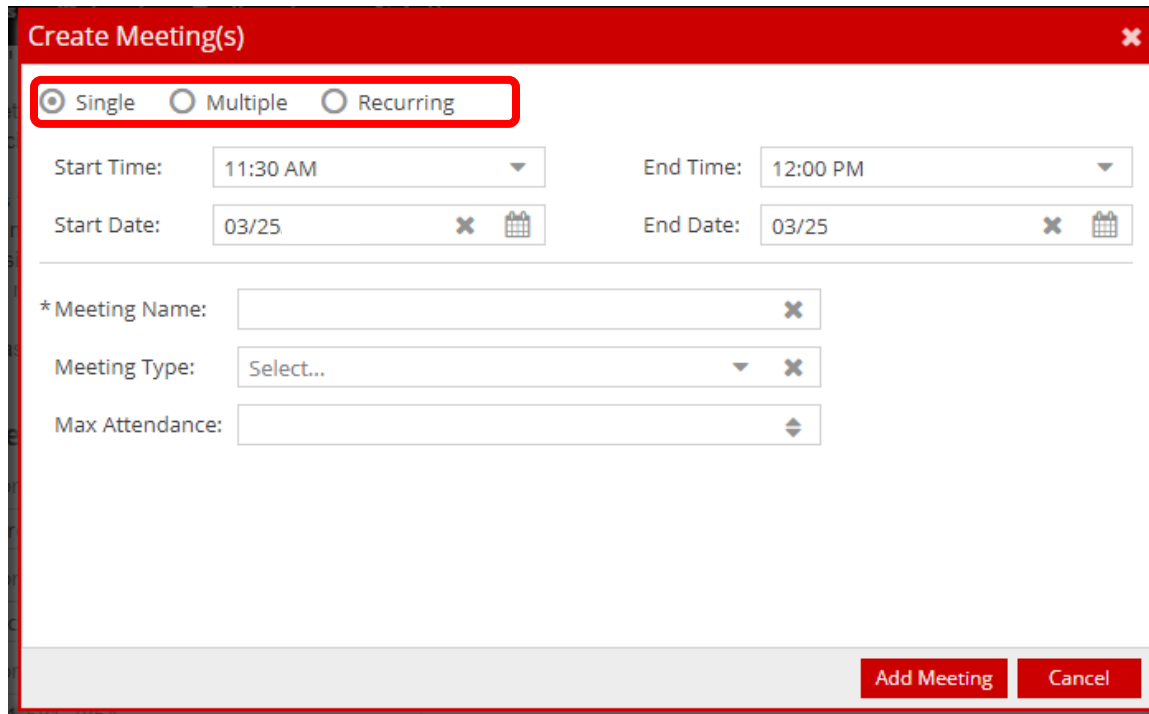
Meeting Name:

Meeting Type:

Max Attendance:

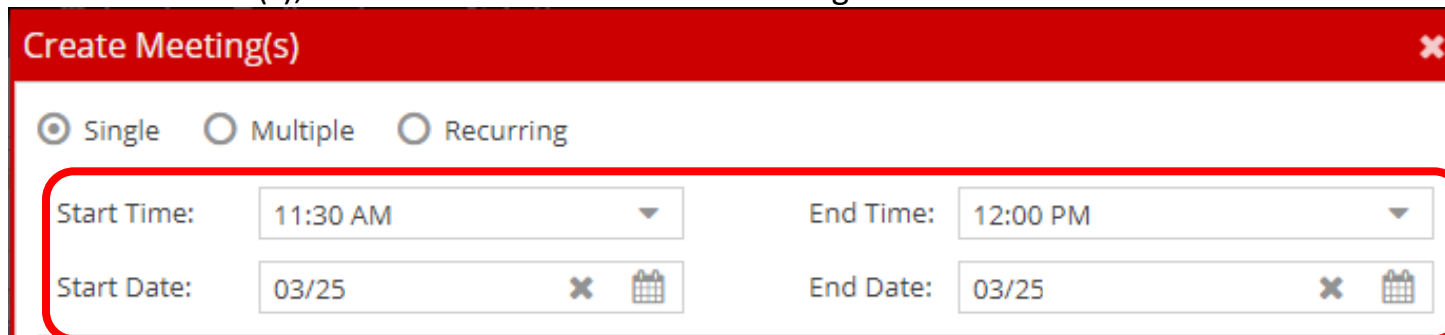
Add Meeting **Cancel**

8. Depending on the structure of your meeting, click the “Single”, “Multiple”, or “Recurring” button.



The screenshot shows a dialog box titled "Create Meeting(s)" with a red header bar and a close button (X) in the top right corner. At the top, there are three radio buttons: "Single" (which is selected and highlighted with a red box), "Multiple", and "Recurring". Below the radio buttons, there are four input fields: "Start Time" (11:30 AM), "End Time" (12:00 PM), "Start Date" (03/25), and "End Date" (03/25). Each date field has a calendar icon and a clear button (X). Below these fields are three more input fields: "* Meeting Name:" (with a clear button), "Meeting Type:" (a dropdown menu showing "Select..." and a clear button), and "Max Attendance:" (a spinner control). At the bottom right, there are two buttons: "Add Meeting" and "Cancel".

a. **Single Meeting:** Use this option to select an individual date. Input the “Start Time” and “End Time”, click on the desired date(s), and then click on the “Add Meeting” button.



This is a close-up screenshot of the "Create Meeting(s)" dialog box, focusing on the time and date selection fields. The "Single" radio button is selected. The "Start Time" is set to 11:30 AM and the "End Time" is set to 12:00 PM. The "Start Date" is 03/25 and the "End Date" is 03/25. Each date field includes a calendar icon and a clear button (X). A red box highlights the entire time and date selection area.

b. **Multiple Meetings:** Use this option to reserve a space for multiple days and/or times. For example, the meeting below starts at 1:00pm and ends at 2:00pm on both June 17th and June 25th.

Single Multiple Recurring

Start Time: 1:00 PM End Time: 2:00 PM

Today Clear

June						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Meetings

Start by selecting the “Start Time” and “End Time”, and then selecting the days on the calendar. Click on the arrow button to combine these into a meeting pattern. You can then add additional dates/times by repeating these steps. When you have finished adding your meeting times, click on the “Add Meeting” button.

- c. **Recurring:** Use this option for consistent daily, weekly and/or monthly selections. Input the “Start Time” and “End Time”, select the “Recurrence Pattern”, input the “Start Date” and “End Date”, and then click “Add Meeting”.

Create Meeting(s) ✕

Single Multiple Recurring

Start Time: 1:00 PM End Time: 2:00 PM

Recurrence Pattern

Daily Weekly Monthly Yearly

Recur every 1 week(s) on:

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Start: 06/03 End after 10 occurrences
 End by 08/05

In the example above, a weekly meeting on Wednesdays from 1:00pm to 2:00pm was created starting on June 3rd, and ending on August 5th.

9. Once you have created a meeting, click on the “Assign Rooms” button.

* Event Title:

Meeting Title

Fill in

* Please provide any additional comments or questions regarding your event

Add a Meeting:

Add Meeting

Assign Rooms

✘ Meeting Title - Wed, 06/10 01:00 PM to 02:00 PM

Submit

After you click “Assign Rooms”, a window will appear with room options. In this window you will see a list of General Assignment (GA) classrooms and their availability.

Assign Room

Filter

Search

General Assignment Space

Room ^1	Meeting Title
	12/20 Wed 4:30-5:30pm
<input type="radio"/> AEB 306	Avail (Request)
<input type="radio"/> AEB 310	Avail (Request)
<input type="radio"/> AEB 320	Avail (Request)
<input type="radio"/> AEB 340	Avail (Request)
<input type="radio"/> AEB 350	Avail (Request)
<input type="radio"/> AEB 360	Avail (Request)
<input type="radio"/> ARCH 127	Unavailable
<input type="radio"/> ARCH 228	Unavailable
<input type="radio"/> ARCH 229	Avail (Request)
<input type="radio"/> ARCH CRTYRD	Avail (Request)
<input type="radio"/> ART 158	Avail (Request)
<input type="radio"/> ART PLAZA	Avail (Request)
<input type="radio"/> ASB 210	Unavailable

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OK Cancel

To view a thumbnail photo of each room and additional room features (including capacity), hover your cursor over the symbol next to the name of a room.

Assign Room


Filter

Search

General Assignment Space

Room	Meeting Title
Room ^1	12/20 Wed 4:30-5:30pm
AEB 306	Avail (Request)

Room Details: ALFRED EMERY BUILDING 306 - AEB 306 (Standard)



Room Type: LCTR
Capacity: 30
Layout: Default
Campus: MAIN
Description:

Feature	Quantity	Category
Blackout	1	Default
Carpet	1	Default
Classroom	1	Default
Data Projection - Screen	1	Default
DVD Player	1	Default
Flat Floor - Tablet Arm Chair	1	Default
Math Length Chalk Boards	1	Default

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OK Cancel

10. To select a room, click on the box next to the room name and press "OK".

The screenshot shows a software interface titled "Assign Room". On the left, there is a "Filter" section with a search bar containing "General Assignment Space". The main area is a table with the following columns: "Room", "Meeting Title", and "Status". The table lists various rooms and their availability for a meeting on 12/20, Wednesday, from 4:30-5:30pm. The room "AEB 306" is marked as "Selected" in a green box, while others are marked as "Avail (Request)" or "Unavailable". At the bottom right, there are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red box.

Room	Meeting Title	Status
AEB 306	12/20 Wed 4:30-5:30pm	Selected
AEB 310		Avail (Request)
AEB 320		Avail (Request)
AEB 340		Avail (Request)
AEB 350		Avail (Request)
AEB 360		Avail (Request)
ARCH 127		Unavailable
ARCH 228		Unavailable
ARCH 229		Avail (Request)
ARCH CRTYRD		Avail (Request)
ART 158		Avail (Request)
ART PLAZA		Avail (Request)
ASB 210		Unavailable

11. When you have finished creating your meetings and selecting rooms, click “Submit” at the bottom left corner of the form.

* Event Title:

Meeting Title

Fill in

* Please provide any additional comments or questions regarding your event

Add a Meeting:

Add Meeting

Assign Rooms

✘ Meeting Title - Wed, 06/10 01:00 PM to 02:00 PM, AEB 306

Submit

You have now completed the University Employee Request! Requests are monitored during regular business hours. You will receive an Astra event confirmation upon approval of your request.

For questions, please contact the Scheduling Office at scheduling@utah.edu or 801.581.7854.