Astra Guide – University Employee Room Request

1. Go to https://astra.utah.edu. You must be logged out of Astra to make an employee request. If you have Astra authorization to schedule rooms in your own jurisdiction, do not log into Astra with your credentials.

2. Click “EVENTS”.

![Astra Schedule - Astra Home](https://astra.utah.edu/AstraProd/Portal/GuestPortal.aspx)
3. Click “Event Request”.

4. In the drop-down menu of “Event Request Form” in the Event Request Wizard, select “University Employee Request” and click “Next”.

5. Before you make your request, confirm the following:

- **Today's date is within the specified request period.** For example, scheduling for Fall 2019 semester dates opens on June 16th, 2019. Requests made for meetings during the Fall 2019 semester will be returned until the specified opening date.
- **You are a University of Utah employee.**
- **Your meeting does not require resources/services other than that of the room itself and the existing equipment within the room.** For meetings that involving additional set-up, food, etc., please contact the Scheduling Office in the Office of the Registrar at 801.581.7854 and scheduling@utah.edu.
- **The duration of your meeting is between 1-30 consecutive days, and is no more than 40 combined days.**
- **You have accounted for set-up and tear-down when determining start and end times.**
6. Complete the “Event Information” fields. The meeting title should be descriptive and specific. Please review the examples below:

<table>
<thead>
<tr>
<th><strong>Sufficient Title</strong></th>
<th><strong>Insufficient Title</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1000-001 Exam Review</td>
<td>Exam Review</td>
</tr>
<tr>
<td>Anthropology Department Meeting</td>
<td>Team Meeting</td>
</tr>
<tr>
<td>PhD Defense – Jackson Thomas</td>
<td>Defense</td>
</tr>
</tbody>
</table>

![Event Request Form](https://astrautah.edu/AstraProd/events/EventReqForm.aspx?id=e61c08c0-b820-11e2-b8fe-253a33e06a0e&returnURL=#viewmode%3Dedit)
7. *OPTIONAL* Provide additional comments/questions regarding your meeting.

8. Complete the “Event Meetings” fields. Text inputted in the “Event Title” field in step #6 will automatically populate in the “Meeting Name” field; if necessary, you may adjust the text here. The box next to “Requires Room” must be checked in order to select a room in the following steps.
9. Depending on the structure of your meeting, click the “Single Meeting(s)”, “Recurring”, and/or “Spanning” tab under “Meeting Recurrence”. Note: A red square will outline today’s date; this will not be included in your meeting.

a. Single Meeting(s): Use this tab to select individual date(s). Input the “Start Time” and “End Time”, click on the desired date(s), and then click “Create”. You may select a single date or a combination of dates under this tab.
b. **Recurring**: Use this tab for consistent daily, weekly and/or monthly selections. Input the “Start Time” and “End Time”, select the “Day Pattern”, input the “Start Date” and “End Date”, and then click “Create”.

In the example above, a weekly meeting on Wednesdays from 1:00pm to 2:00pm was created starting on June 12\textsuperscript{th}, and ending on July 31\textsuperscript{st}. To view all the individual meetings created, click the + sign next to the name of the meeting under “Meetings”, as shown below:
<table>
<thead>
<tr>
<th>Name</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>End Date</th>
<th>Room</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling Review</td>
<td>06/12/2019</td>
<td>1:00 PM</td>
<td>2:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduling Review</td>
<td>06/19/2019</td>
<td>1:00 PM</td>
<td>2:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduling Review</td>
<td>06/26/2019</td>
<td>1:00 PM</td>
<td>2:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduling Review</td>
<td>07/03/2019</td>
<td>1:00 PM</td>
<td>2:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduling Review</td>
<td>07/10/2019</td>
<td>1:00 PM</td>
<td>2:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduling Review</td>
<td>07/17/2019</td>
<td>1:00 PM</td>
<td>2:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduling Review</td>
<td>07/24/2019</td>
<td>1:00 PM</td>
<td>2:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduling Review</td>
<td>07/31/2019</td>
<td>1:00 PM</td>
<td>2:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
c. **Spanning**: Use this tab to reserve a space for an extended period of time. For example, the meeting below starts at 6:00am on June 10th, and ends at 5:00pm on June 14th, meaning it includes every hour between these times, including those overnight. This type of request is most commonly used for maintenance and banner pole reservations.

![Meeting Recurrence and Meetings](image)

- **Start Time**: 06/10/2019
- **End Time**: 06/14/2019

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d. If you make a mistake, delete the meeting you created by checking the box to the left of the meeting name, and clicking “Delete”.

![Meeting Recurrence and Meetings](image)

- **Start Date**: 07/09/2019
- **Start Time**: 3:00 PM
- **End Time**: 4:00 PM
- **End Date**: 07/09/2019
10. Once you have created a meeting, check the box next to the meeting name, and click “Request Rooms”.

![Meeting Request Screen]

- Scheduling Revision
- Date: 07/09/2019
- Time: 3:00 PM to 4:00 PM
After you click “Request Rooms”, a window will appear with room options. In this window you will see a list of General Assignment (GA) classrooms and their availability. If you do not see any available rooms, confirm that you are not logged in and are using the Astra portal as a guest.
Filter your results by building by clicking the + sign and typing in the initials or name of the building. Once you have found the desired building, click the check box next to the building name, and then click “Search”.

![Filter panel with Building selection highlighted](image-url)
Filter your results by room capacity by inputting the minimum and/or maximum number of seats under “Capacity”, and clicking “Search”.

![Screenshot of a webpage showing a filter for room capacity. The filter is set to include rooms with a capacity between 50 and an unspecified maximum. The search results show some rooms with availability options such as 'Avail (Request)' or 'Unavailable'.]
To view a thumbnail photo of each room and additional room features (including capacity), hover your cursor over the postcard symbol next to the name of a room.
11. To select a room, click on the box next to the room name and press “OK”.
12. When you have finished creating your meetings and selecting rooms, click “Submit” at the top left corner of the screen.

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 call or email the Scheduling Office at 801.581.7854 and scheduling@utah.edu.