Astra Guide – University Employee Room Request

1. Go to [https://astra.utah.edu](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”.

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

<table>
<thead>
<tr>
<th>Sufficient Title</th>
<th>Insufficient Title</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>

*Please provide any additional comments or questions regarding your event*
6. Click the ‘Add Meeting’ button.

7. Complete the ‘Meeting Name’ and ‘Meeting Type’ fields. The box next to ‘Requires Room’ must be checked in order to select a room in the following steps.
8. Depending on the structure of your meeting, click the “Single”, “Multiple”, or “Recurring” button.

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.
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.

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”.

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, 06/10/2020, 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.

On this window, you have two available filters. You can check the box to show only available rooms, and you can set a capacity range to narrow down your options. Once you have chosen one of those filters, click ‘Search’.
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.
10. To select a room, click on the box next to the room name and press “OK”.
11. When you have finished creating your meetings and selecting rooms, click “Submit” at the bottom left corner of the form.

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.