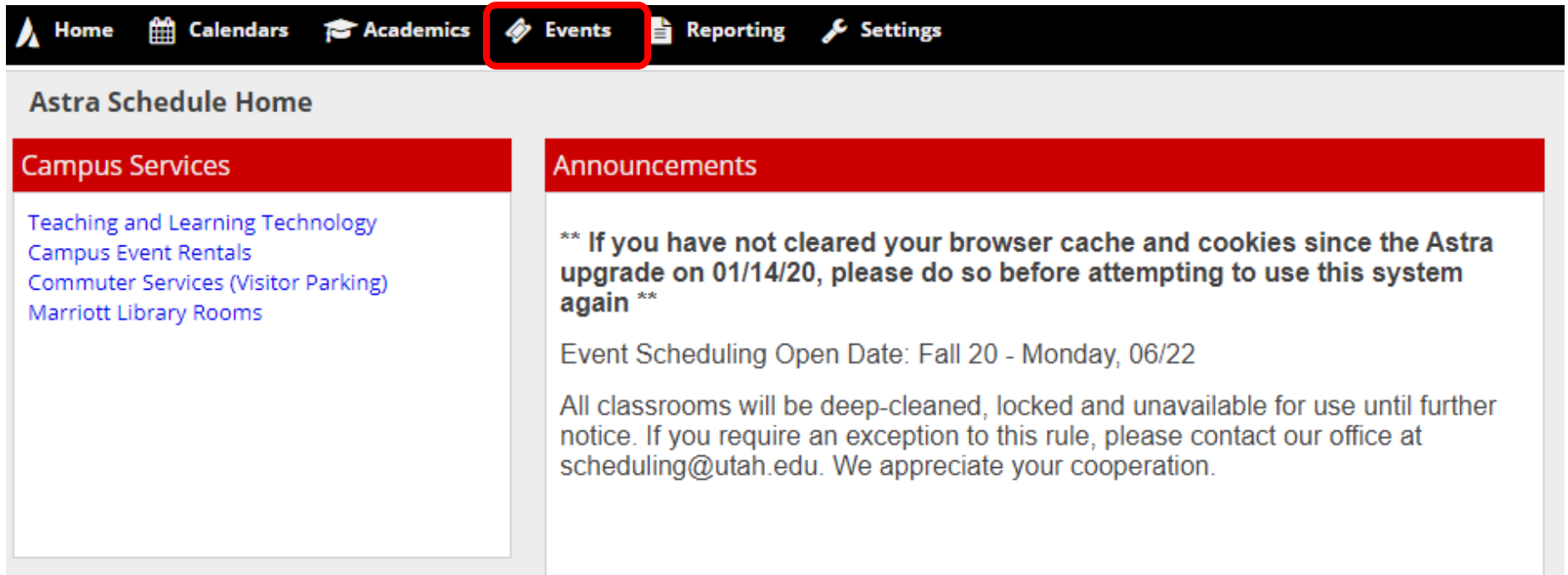
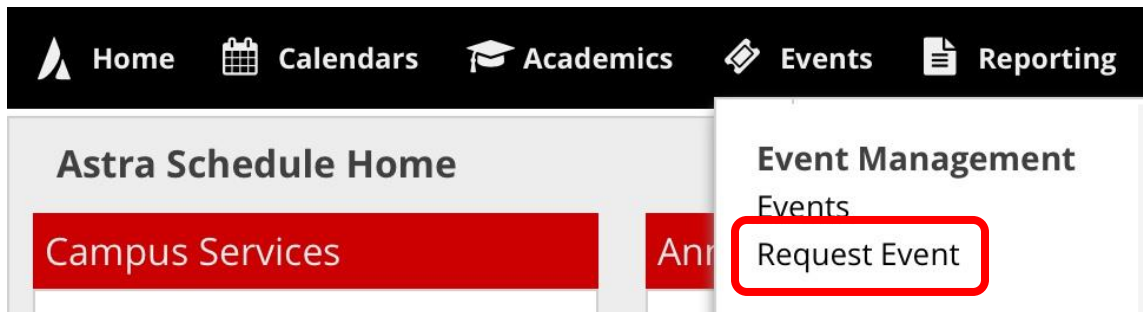


# Astra Guide – University Employee Room Request

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:

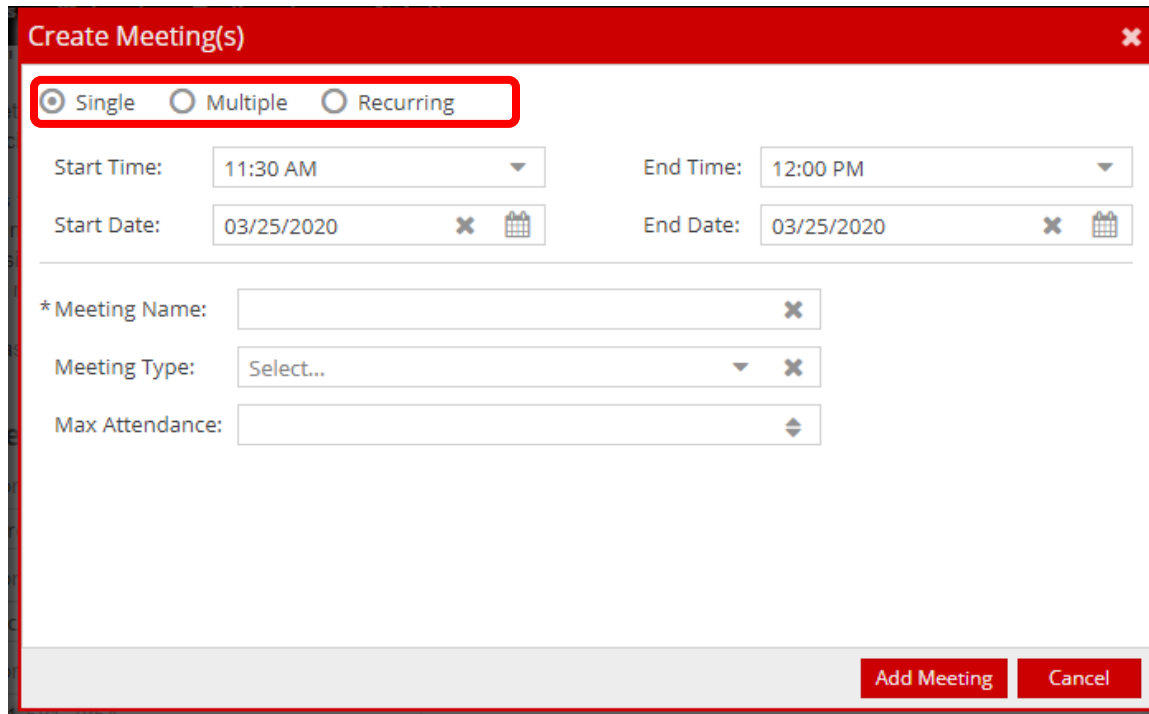
**Meeting Name:**

**Meeting Type:**

Max Attendance:

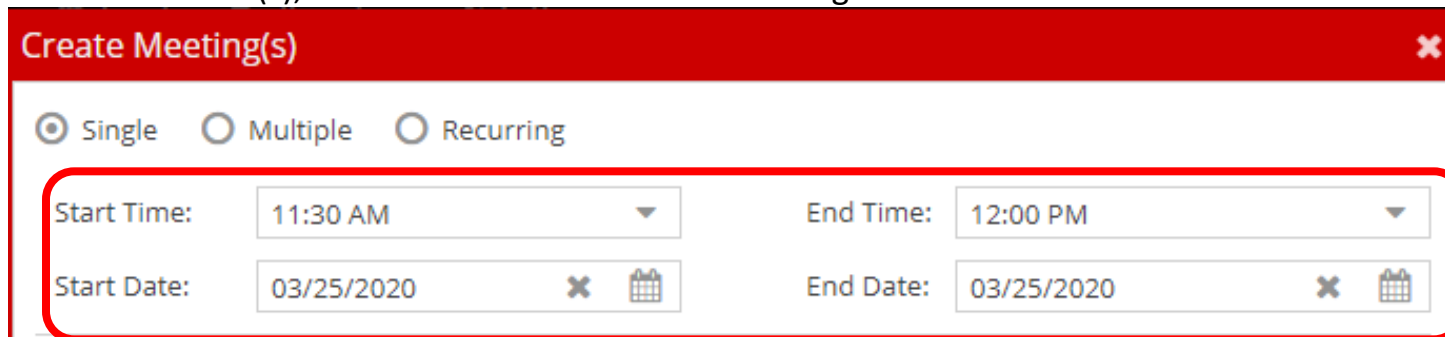
**Add Meeting** **Cancel**

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" (03/25/2020), and "End Date" (03/25/2020). 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 X), "Meeting Type:" (a dropdown menu showing "Select..." and a clear button X), 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 03/25/2020 and the "End Date" is 03/25/2020. Each date field includes a calendar icon and a clear button (X). A red rounded rectangle 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 17<sup>th</sup> and June 25<sup>th</sup>.

Single  Multiple  Recurring

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

Today Clear

June 2020						
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: 06/03/2020  End after 10 occurrences  
 End by 08/05/2020

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

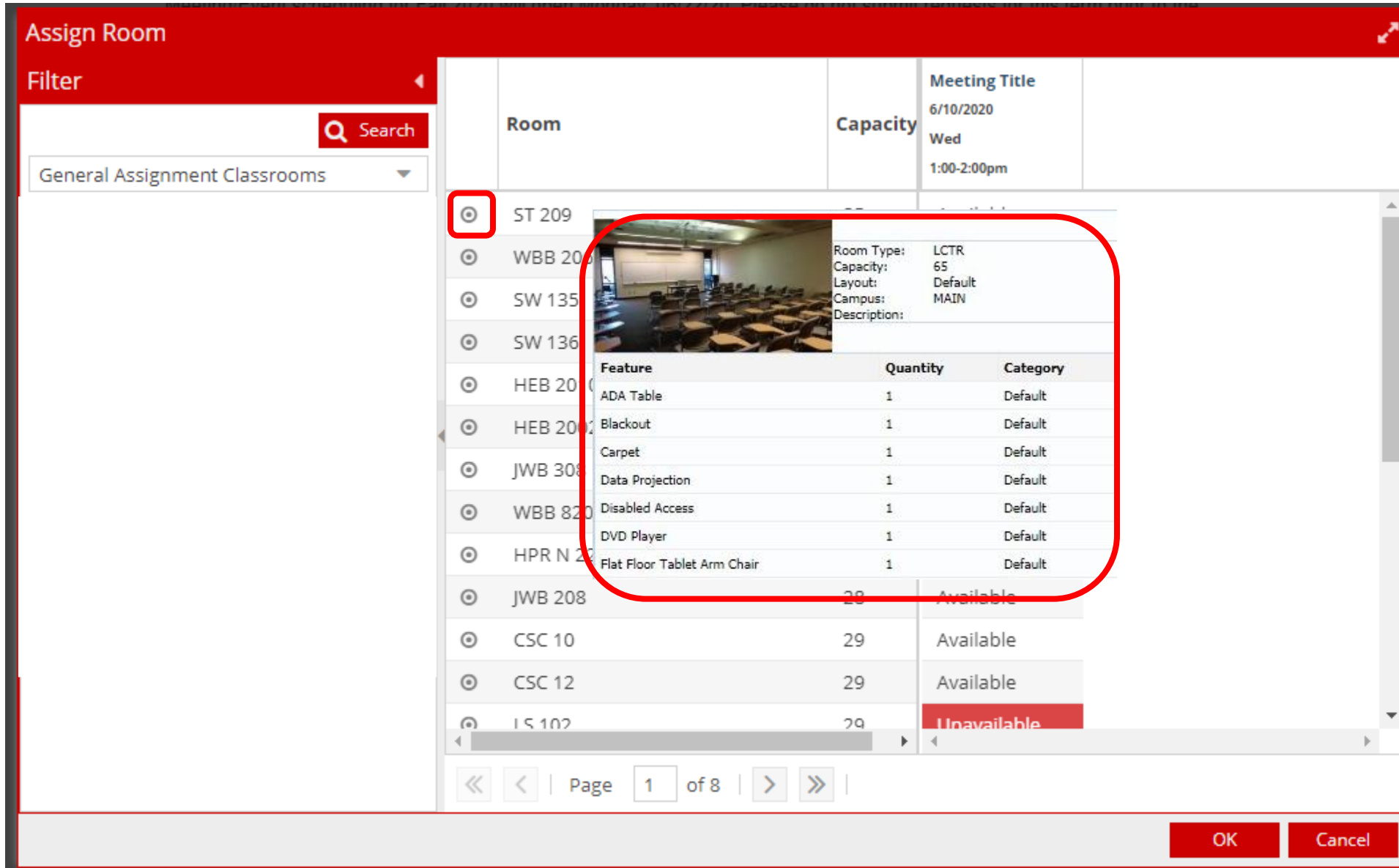
After you click “Assign Rooms”, a window will appear with room options. In this window you will see a list of General Assignment (GA) classrooms and their availability.

The screenshot shows a software window titled "Assign Room" with a red header. On the left, there is a "Filter" section with a search bar containing "General Assignment Classrooms". The main area is a table with columns for "Room", "Capacity", and "Meeting Title". The meeting title is "6/10/2020 Wed 1:00-2:00pm". The table lists 14 rooms with their capacities and availability status. At the bottom, there are navigation buttons and "OK" and "Cancel" buttons.

Room	Capacity	Meeting Title
ST 209	25	Available
WBB 206	25	Unavailable
SW 135	25	Available
SW 136	25	Available
HEB 2010	26	Available
HEB 2002	26	Available
JWB 308	28	Available
WBB 820	28	Available
HPR N 226	28	Unavailable
JWB 208	28	Available
CSC 10	29	Available
CSC 12	29	Available
IS 102	29	Unavailable



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.



The screenshot shows the 'Assign Room' window with a 'Filter' sidebar on the left containing a search bar and a dropdown menu set to 'General Assignment Classrooms'. The main area displays a table of rooms. A red circle highlights the eye icon next to 'ST 209'. A red rounded rectangle highlights the tooltip for this room, which contains a thumbnail photo of a classroom and a table of features.

Room	Capacity	Meeting Title
ST 209	65	6/10/2020 Wed 1:00-2:00pm
WBB 209		
SW 135		
SW 136		
HEB 209		
HEB 207		
JWB 308		
WBB 820		
HPR N 208		
JWB 208	28	Available
CSC 10	29	Available
CSC 12	29	Available
IS 102	29	Unavailable

Feature	Quantity	Category
ADA Table	1	Default
Blackout	1	Default
Carpet	1	Default
Data Projection	1	Default
Disabled Access	1	Default
DVD Player	1	Default
Flat Floor Tablet Arm Chair	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 for assigning a room. The title bar is red and contains the text "Assign Room". Below the title bar is a "Filter" section with a search bar and a dropdown menu currently set to "General Assignment Classrooms". The main area is a table with the following columns: "Room", "Capacity", and "Meeting Title". The "Meeting Title" column contains the date "6/10/2020", the day "Wed", and the time "1:00-2:00pm". The table lists several rooms, with "ST 209" highlighted in green and labeled "Selected". Other rooms are labeled "Available" or "Unavailable". At the bottom right, there are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red box.

Room	Capacity	Meeting Title
ST 209	25	6/10/2020 Wed 1:00-2:00pm
WBB 206	25	Unavailable
SW 135	25	Available
SW 136	25	Available
HEB 2010	26	Available
HEB 2002	26	Available
JWB 308	28	Available
WBB 820	28	Available
HPR N 226	28	Unavailable
JWB 208	28	Available
CSC 10	29	Available
CSC 12	29	Available
IS 102	29	Unavailable

Page 1 of 8

OK Cancel

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, 06/10/2020, 01:00 PM to 02:00 PM, WILLIAM STEWART BUILDING 209

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 call or email the Scheduling Office at 801.581.7854 and [scheduling@utah.edu](mailto:scheduling@utah.edu).