Using Astra Schedule to Request Space on Campus.

Contents

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Astra v8.0

THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

Logging into Astra Schedule

From your browser, go to the following internet address:

https://www.aaiscloud.com/UALHuntsville

You should now be at the Astra Schedule login page.

Login Credentials

You will not need any login credentials to request space in Astra.

Requesting a Room for an Event(s)

To request a room for an event, click on the Events Tab at the top of the page, followed by "Request Event."

The Event Request Wizard will give you multiple options for request forms. For more information on what each request form is for, visit
http://www.uah.edu/registrar/scheduling/122-es/registrar/10010-request-forms
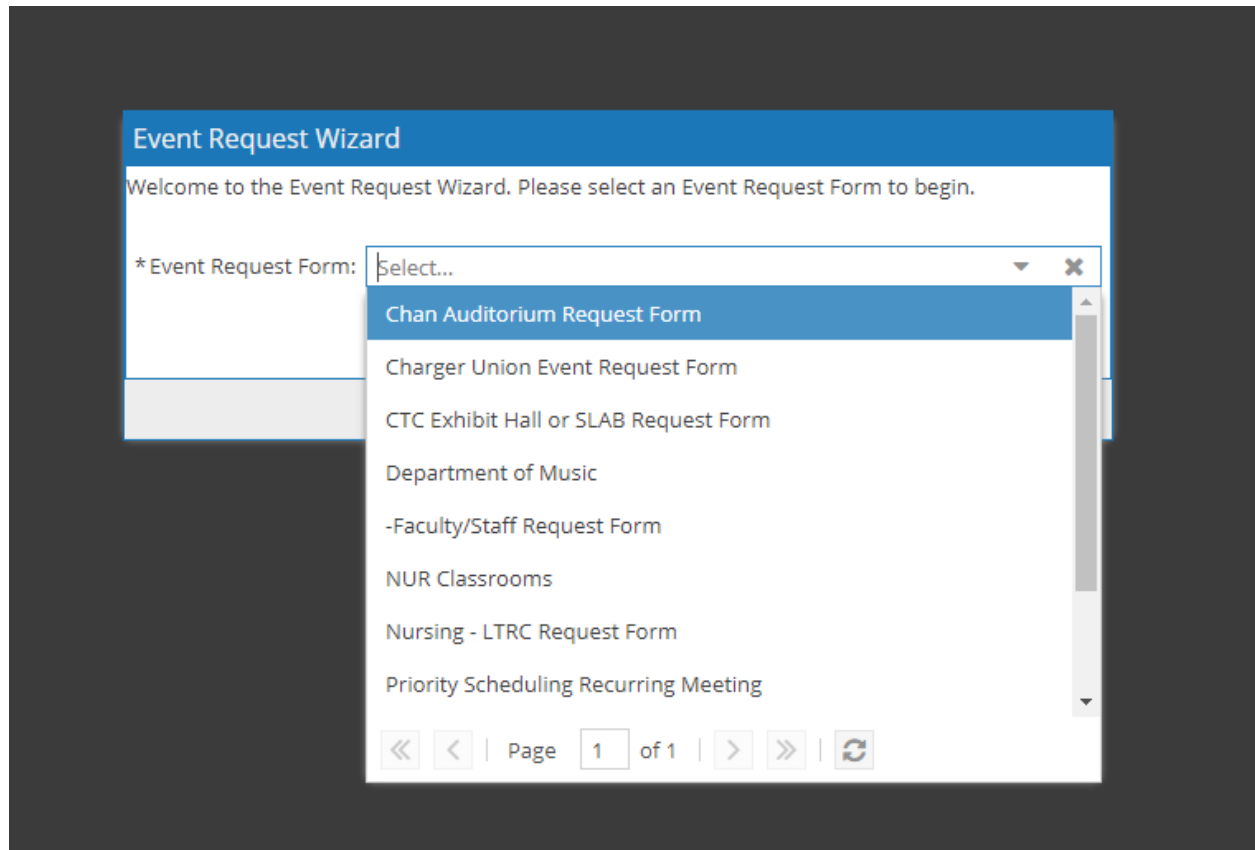
Once you select the appropriate request form, please carefully read the information located at the top of the form.

-Faculty/Staff Request Form

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This form is to request all academic space on campus.

This form will not schedule space in Charger Union (CGU), Conference Training Center (CTC), campus housing, BAB 125 (Chan), Roberts Recital Hall (ROB 100), or Nursing Building (NUR). There are additional forms that you can choose from on the previous screen that will allow you to schedule those facilities.

If you need help filling out this form please contact Amber Adcock at x6943 or ana0007@uah.edu. Tutorials are also available at http://www.uah.edu/registrar/scheduling.

This request form requires 1-day lead time.

This is a request to utilize space on the UAH campus. Please be familiar with the basic guidelines for using space on the UAH campus.

*Requests are not complete until the room/meeting generator is complete.
*All locations on campus are reserved **"as is."**
*Student groups needing additional tables/chairs or audio visual support must complete a request at:
http://www.uah.edu/uc/audio-visual-request-form

Note: some request forms will require lead time. This means you must submit the requests 1-5 days prior to the event, depending on the request form.

Enter all the required information for the form. All required information is marked with an asterisk (*). Depending on which form you use, the information will differ. Be sure to read each form's requirements carefully.

Event Information

I acknowledge that I have read the above information.

☐

* Contact Name:

[   ]

* Contact Email:

[   ]

* Contact Phone:

[   ]

* Organization/Department

[   ]

Faculty/Staff Request Form

* Event Name:

[   ]

* Event Type:

[Select...   ▼   ✖]

Event Description:

[   ]

Once you have entered the required information, click on Add Meeting.

Add a Meeting:

[Add Meeting]   [Request Rooms]

No meetings created. Add Meeting

[Submit]

You will need to select how often this event/meeting occurs. You have the options of *Single, Multiple, and Recurring.*

Single Meeting(s)

The default meeting option when creating meetings is Single Meeting(s).

Select **Single Meeting** and enter 1) Start/End Time, 2) Start/End Date, 3) Meeting Name, and 4) Meeting Type.

You can add more than one meeting to a request by clicking on Add Meeting, and following the above steps again. Your Meeting Name can be different for each meeting.

Notice in the example below that 2 meetings were added, both with different names and meeting patterns.

To **select a room,** click on Request Rooms.

The Assign Room window will pop up and give you options to choose rooms. You can narrow down to a specific room by utilizing the filters on the left. Once you've selected your building, click on Search.
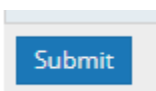
Note: You can click on the Room column header to sort the rooms numerically.

Once you have selected the room you want to request, click "OK" to close the window.

To submit your request, click on "Submit" at the bottom of the request form.

Multiple Meeting

The Multiple meeting option allows you to create multiple meetings as a group.

Select **Multiple Meeting** and enter 1) Start/End Time, 2) Selected Dates (click blue arrow to move dates into Meetings block), 3) Enter Group Name, 4) Meeting Name, and 5) Meeting Type. Click on Add Meeting.

To **select a room,** click on Request Rooms.

The Assign Room window will pop up and give you options to choose rooms. You can narrow down to a specific room by utilizing the filters on the left. Once you've selected your building, click on Search.

Note: You can click on the Room column header to sort the rooms numerically.

Recurring Meeting
The Recurring meeting option allows you to create a pattern of recurring meetings.

Select **Recurring** meeting. You can create a recurring event that meets **daily, weekly, monthly, or yearly.**

In the example above, the user wanted to schedule a meeting every 2 weeks on a Tuesday between 01/07 and 05/04..

Click on "Request Rooms" to view the rooms available for the meetings.

Approval Process

Once you submit the event you will receive an email acknowledging your request. Once the event is approved you will receive another email letting you know the event has been approved. Finally, the approver might send a "receipt" email that will include a PDF attachment with your reservation information on it.

Contact Information

Depending on which request form you use, there will be different people to contact about your event. For an up-to-date list of scheduling contacts, please see our Scheduling Contacts page at http://www.uah.edu/registrar/scheduling/122-es/registrar/1216-scheduling-contact.