Quick Start Guide to Astra Schedule

Go to:

https://astra-prd.oit.umn.edu/AstraProd

Sign in with your University internet ID and password in the upper right hand corner of the screen.

1. Click on the “Request an Event” link located in the upper left hand corner of the screen.
2. Choose the appropriate event request form for our location per the dropdown “Rochester Campus”.
3. Fill out Event Title, Do you need ITV?—select the dropdown - yes or no. If ITV, provide information — sites, IP addresses, contacts, dial in info, and as much info as you have. Fill in Estimated Attendance box.
4. Click on the line to read “Use Guidelines for Rochester Campus”. (Soon to be added to our website). Then click on the drop down when you’ve read them and select “yes”.
5. Scroll down to Event Meetings and fill in Meeting Name, Meeting type - dropdown - “meeting”, and description notes. On the right, select the box “featured” if you wish to have the event appear on the event calendar or “private” if you wish to not have the event appear on the event calendar. The “Requires Room” box should be checked.
6. Scroll down to “Meeting Recurrence” and select times(s) and dates(s) of meeting(s). Then click on “create” in the top right hand corner of that box. (The dates you select will be in bold).
7. In the “Meetings” box to the right, click the checkbox to select your desired meeting and then click on the “Assign Rooms” box.
8. A window will pop up with a list of available rooms. Select your desired room and then click “OK” at the bottom.
9. Signature line. On the “Sponsoring Organization” line, use the dropdown and select Ro-
University of Minnesota Rochester. Type in your last name and a pop up menu will appear and click on your name for this name line, email address should appear, and put in your phone number.
10. Then read the statement that you understand that your contact information is viewable on the Astra Schedule Enterprise Calendar and select “yes” on the dropdown.
11. Scroll to the top of the request form and click on “Submit” to submit your request.
12. A confirmation email will be sent to notify you that your event request was submitted successfully. (This does not mean your room request has been confirmed but that your request has been forwarded to the scheduler).
13. Once your event has been approved, a confirmation email will be sent to you from local Astra Scheduling Staff.

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