Quick Start Guide to Astra Schedule
For University of Minnesota Rochester

Go To:
www.z.umn.edu/Astra

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 request form for our location per the dropdown – “Rochester Campus” and then click on Next.
3. Fill out the form. All items with an asterisk will need to be filled in before being submitted.
   - Event Title
   - Do you need ITV? – select the dropdown yes or no. If ITV, please provide information – sites, IP addresses, contacts, dial in information and as much info as you have. Diane Ingvaldson will follow up with you about arrangements on both sides. If no, please fill in N/A for does not apply.
   - Fill in estimated attendance box – how many you project to be there.
   - Click on the line to read “Use Guidelines for Rochester Campus”. Once you have read this, please select yes. After the first request, you may just skip reading them again and select yes.
   - Then select “requires room” if it isn’t already checked.
   - Scroll down to “meeting recurrence” and select the times and dates of your meeting. Then click on “create” in the top right hand corner of the box. The dates you selected will be in bold.
   - Under the “Meeting” box to the right, click on the checkbox to select your desired meeting and then click on the “Assign the Rooms” box.
   - A window will pop up with a list of available rooms. Select your desired room and then click “OK” at the bottom.
   - Scroll down to “Signature Line”. On the “sponsoring organization” line, use the dropdown and select RO-University of Minnesota Rochester. Type in your last name and a popup window will appear and click on your name for the name line, email address should appear, and put in your phone number.
   - 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.
   - When you have all filled out, scroll to the top of the request and click on “submit” to submit your request.
4. 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.
5. Once your event has been approved, a confirmation email will be sent to you from the Rochester Astra Scheduling Staff.

September 2016