Astra Schedule Quick Reference Guide for the

Academic Buildings

1) Go to the **Astra Guest Portal** page at http://astra.nwmissouri.edu/Astra/Portal/GuestPortal.aspx.
2) Click on **Request an Event** under the **Astra Schedule Functions** box in the top left section of the screen.
3) On **Event Request Wizard** screen, select **Academic Buildings request from** the drop down menu. Click **Next**.
4) Fill out ALL information in the **Client Information** section.
5) Under **Event Details**, enter the title of your event.
6) Enter the meeting name (which can be the same as your event name), type, description and maximum attendance.
7) To create meetings, continue to the left box and select the tab appropriate to your meeting. Fill out the time and date details. Select the dates by clicking on the dates on the calendar, you may select multiple at a time. Then click **Create**.
8) Your meeting should appear in the **Meetings** box on the right. You may change the details of the meeting by single-clicking under the appropriate tab.
9) To assign your meeting to a room, select the meeting and click **Request Rooms**.
10) The left side is used to filter rooms, while the right side shows the availability.
11) Click the room to select it. Simply click it again to undo your selection. When finished, click **OK**.
12) If you need resources, such as A/V or other equipment, click **Request Resources**. Requesting Resources operates the same as Requesting Rooms.
13) To delete a meeting, select the meeting and click **Delete**.
14) Read the checklists to make sure you've completed everything correctly. Also, enter any other information you feel we should know in the **Other Information** text box.
15) To submit your event, click **Save** at the top of the page. You may also cancel the event at any time by clicking **Cancel** at the top of the page.

Please note that this is an event request only and does not guarantee that you will be able to use the rooms that you have requested. DO NOT make additional plans for your event until you have received an event confirmation e-mail. Within 1-2 business days you should get an e-mail reply regarding the status of your event. If you have questions or problems, please contact Mark Hendrix, University Scheduling Coordinator, mhendrix@nwmissouri.edu or at ext. 1420.