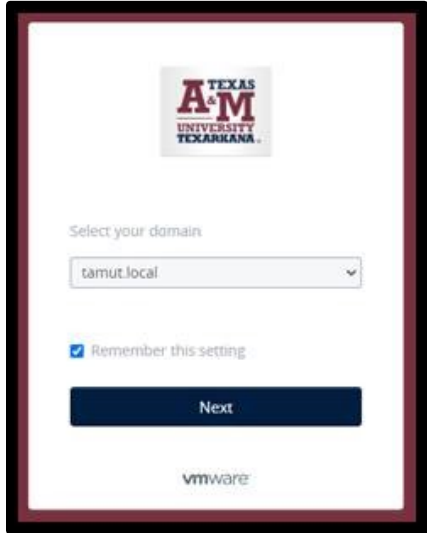


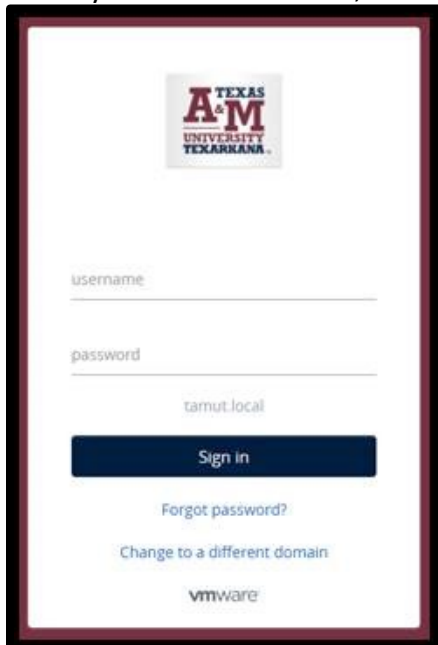
Ad Astra: Login and Event Scheduling

Log into [Ad Astra](#) using your EagleID credentials. The URL (or web address), <https://www.aaiscloud.com/TXAMUTexarkana/>, will direct you to the [Digital Backpack](#) page, where you will now log in to access Ad Astra.

If you see this window, leave tamut.local selected, and click **Next** to get to the **Sign in** window.



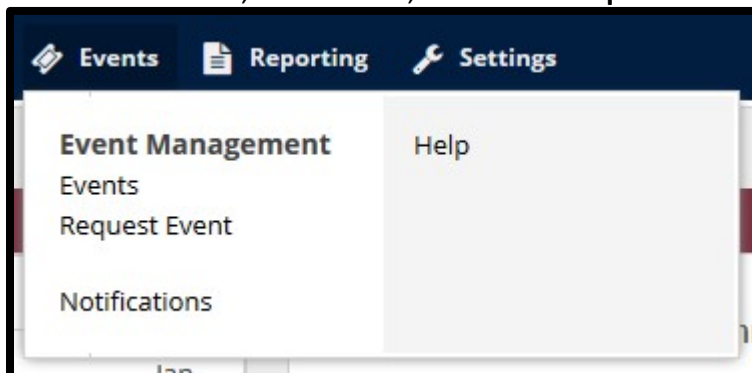
When you see this window, enter your EagleID credentials and click **Sign in**.



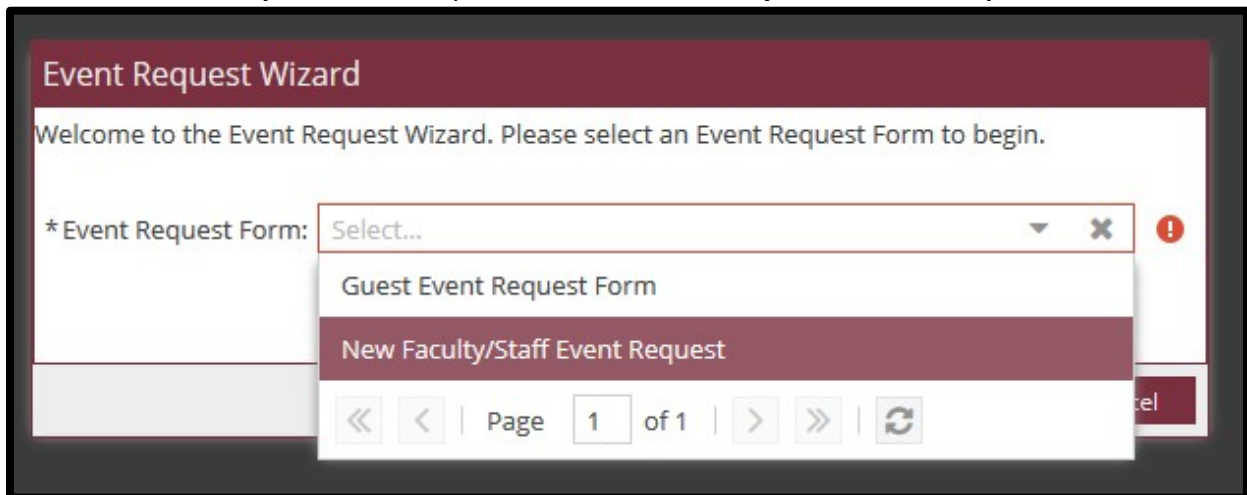
Upon signing in, you'll see your usual tabs, which may include some or all of these:



To reserve a room, click **Events**, and select **Request Event**.

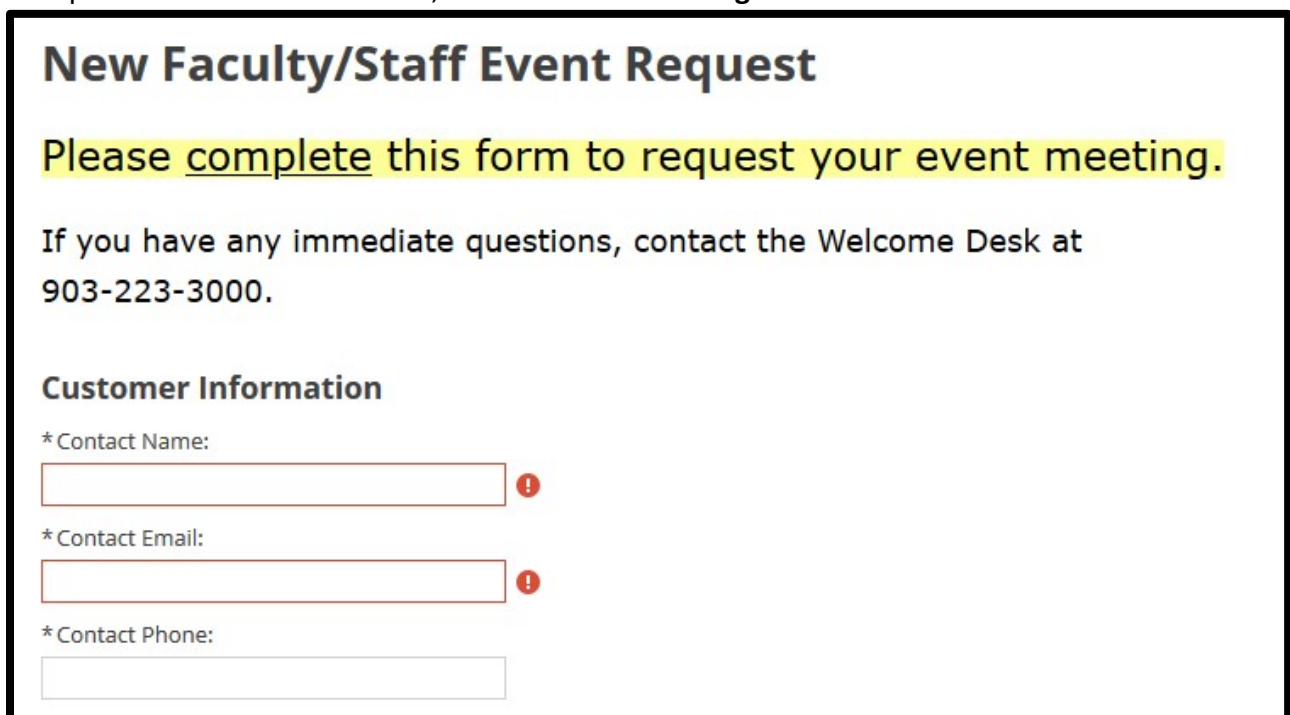


When the **Event Request Wizard** opens, select **New Faculty/Staff Event Request**, and click **Next**.



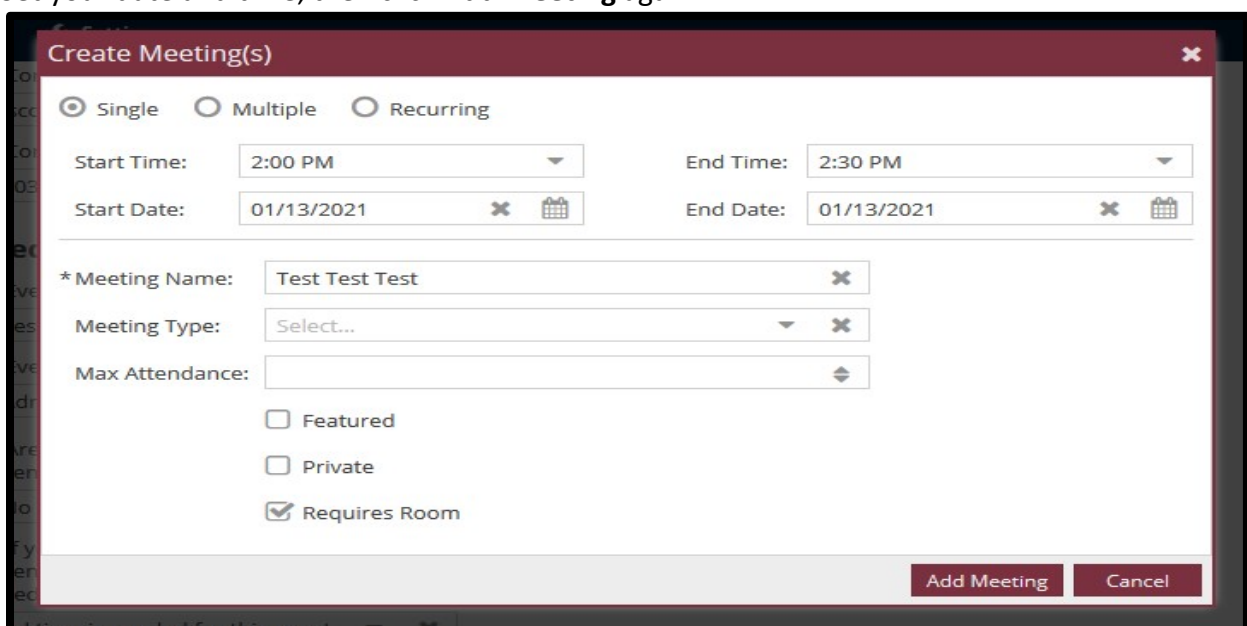
The screenshot shows the 'Event Request Wizard' window. At the top, it says 'Welcome to the Event Request Wizard. Please select an Event Request Form to begin.' Below this is a dropdown menu labeled '* Event Request Form:' with 'Select...' as the current selection. A dropdown menu is open, showing two options: 'Guest Event Request Form' and 'New Faculty/Staff Event Request', with the latter highlighted in a dark red bar. At the bottom of the window, there are navigation buttons: '<<', '<', 'Page 1 of 1', '>', '>>', and a refresh icon.

Complete the form as instructed, then click **Add Meeting**.



The screenshot shows the 'New Faculty/Staff Event Request' form. The title is 'New Faculty/Staff Event Request'. Below the title, there is a highlighted instruction: 'Please complete this form to request your event meeting.' Below this, there is a note: 'If you have any immediate questions, contact the Welcome Desk at 903-223-3000.' The form is divided into sections. The first section is 'Customer Information', which contains three input fields: '* Contact Name:', '* Contact Email:', and '* Contact Phone:'. Each of the first two fields has a red exclamation mark icon to its right, indicating a required field.

Set your date and time, then click **Add Meeting** again.



The screenshot shows the 'Create Meeting(s)' dialog box. At the top, there are three radio buttons: 'Single' (selected), 'Multiple', and 'Recurring'. Below these are two rows of time and date pickers. The first row has 'Start Time: 2:00 PM' and 'End Time: 2:30 PM'. The second row has 'Start Date: 01/13/2021' and 'End Date: 01/13/2021', with calendar icons and 'x' icons next to the date fields. Below the date pickers are three input fields: '* Meeting Name: Test Test Test', 'Meeting Type: Select...', and 'Max Attendance:'. Below these are three checkboxes: 'Featured' (unchecked), 'Private' (unchecked), and 'Requires Room' (checked). At the bottom right, there are two buttons: 'Add Meeting' and 'Cancel'.

Now, click **Request Rooms**.

The screenshot shows a meeting form with a header bar containing 'Add Meeting', 'Request Rooms', and 'Request Resources' buttons. Below the header, there is a text field containing 'Test Test Test - Wed, 01/20/2021, 02:00 PM to 02:30 PM' and a 'Submit' button.

Locate the desired room and click on the room name. **Selected** will appear in green. Click **OK**.

The 'Assign Room' dialog box is shown with a filter sidebar on the left and a table of room options. The table has columns for 'Room', 'OBS Booking', and 'Status'. The room 'UC 322-One Button Studio' is highlighted in green and labeled 'Selected'.

Room	OBS Booking	Status
UC 323	2/24/2021 Wed 12:00-12:30pm	Unavailable
UC 414L		Avail (Request)
UC 322-One Button Studio		Selected
UC 235		Avail (Request)

Verify the room name appears and click **Submit**.

The screenshot shows the meeting form with the room name 'University Center West Lawn' highlighted in yellow in the text field.

When the form completion confirmation appears, click **Done**.

The confirmation message reads: 'Thank you for completing the form. We will process your request within 24 business hours.' with a 'Done' button in the bottom right corner.

Should you need support, please submit an [iSITE](#) request.

ServiceDesk Hours:
Monday – Thursday
8:00 a.m. – 8:45 p.m.
Friday
8:00 a.m. – 5:00 p.m.
Saturday
9:00 a.m. – 1:00 p.m.

For support, please contact the IT ServiceDesk:

Email: isite@tamut.edu

Submit a Support Request Ticket:

Phone: 903.334.6603

<https://isite.tamut.edu>