Request Rooms (Ad Astra) and Resources for Zoom Resources

This process is designed to assist you in the step-by-step process of requesting a room when Zoom resources are needed. In the event you need further clarification you are able to contact any of the below approvers:

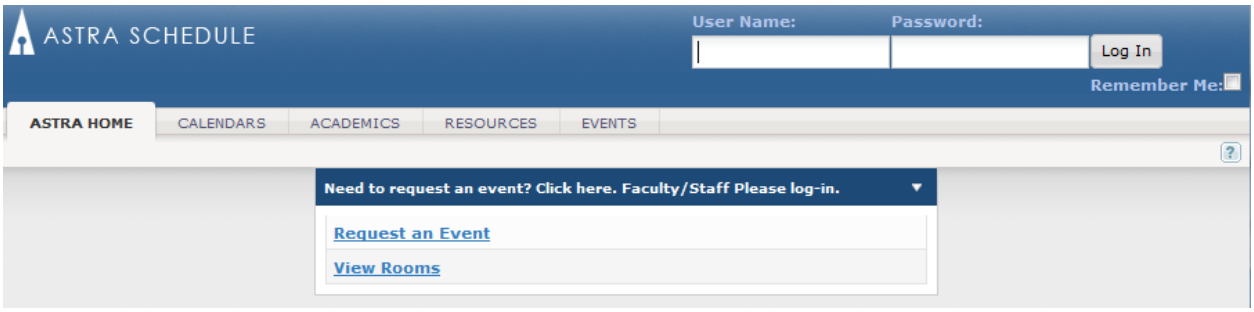
Calmar: Teresa Kurash, ext 1261
Peosta: Kayla Staner, ext 2156
Wilder Business Center: Kristi Flack, ext 1225 (Backup: Andrea Knutson, ext 1224)
Town Clock Center: Shane Holdridge ext 3388

All requests for facility usage at any NICC campus or center location, that is not a credit class, will be made through the Astra Event Request.

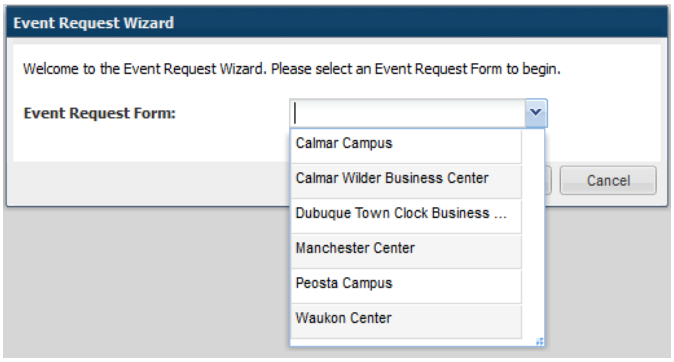
NOTE: Requests must be submitted prior to 48 hours in advance of the requested date. All requests for rooms within the 48-hour timeframe need to be entered by the system administrator. This should only be done when an event is scheduled for a last-minute addition. Please do not send email or call, unless your request requires immediate attention.

1. If you would like to **add** to an *existing event*, please contact the appropriate contact approver above instead of creating a separate event. Approvers are the only persons able to make edits to existing events.

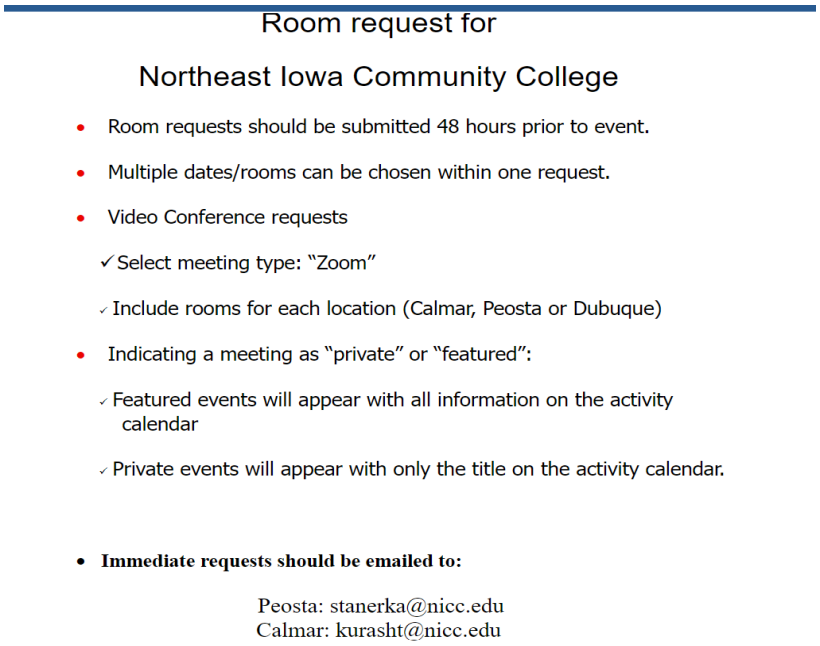
2. Go to access the Astra system [https://www.aaiscloud.com/NEIACC/Portal/GuestPortal.aspx]



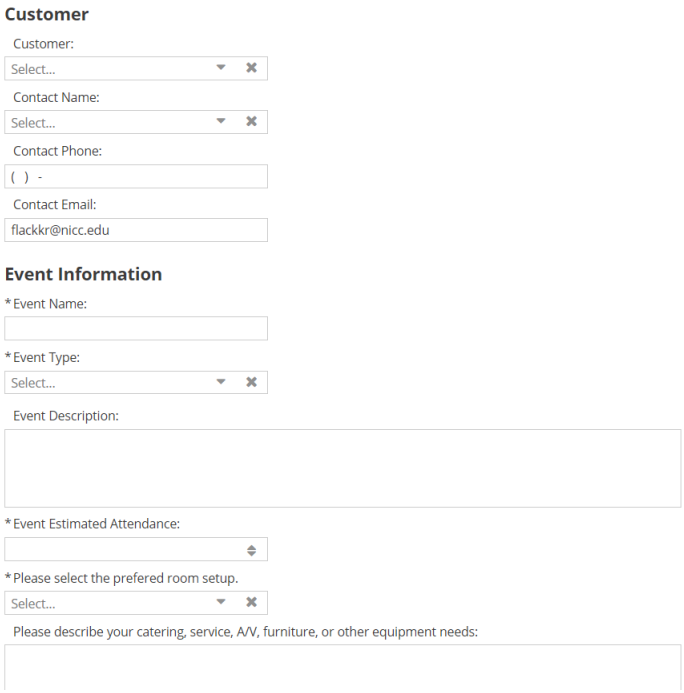
3. Click ***'Request an Event'*** from the homepage ***or*** log in to Astra or click ***'Request an Event'***
    a. Click the drop list to select the appropriate location.



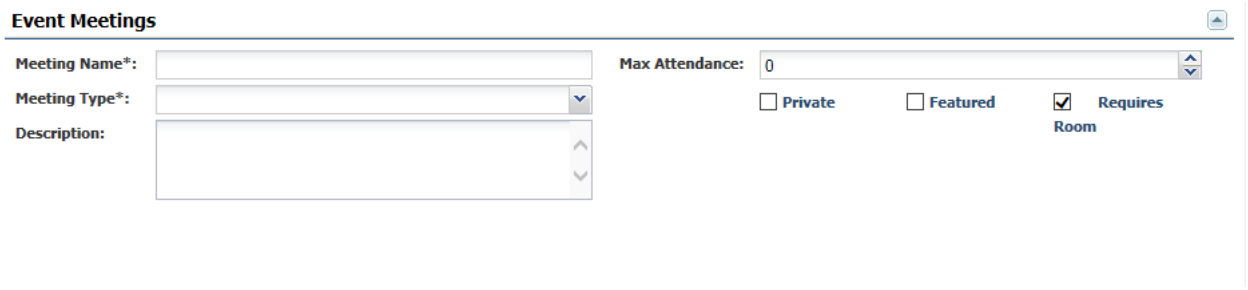
b. If you are logged in, you will see more options in the drop-down.
c. Click '***Next'.***



4. Fill in the Event Information appropriately. Items identified with an '*' (asterisk) are required.

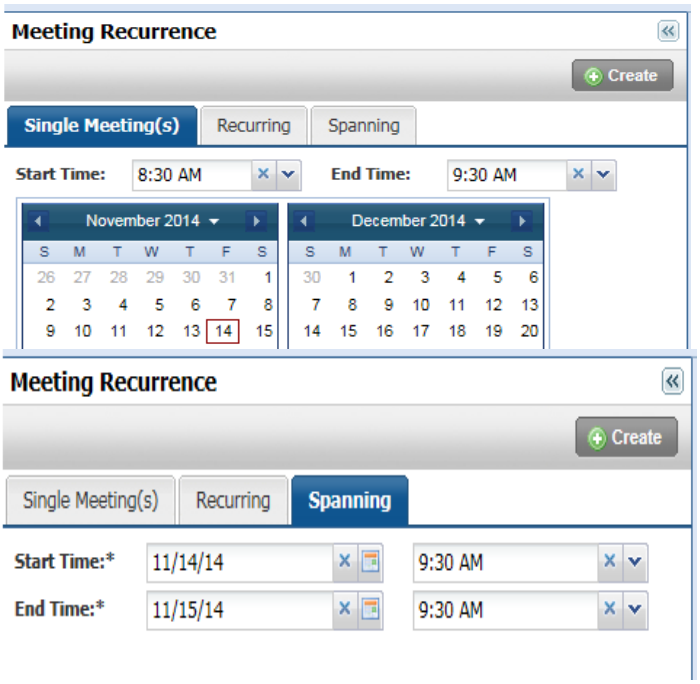


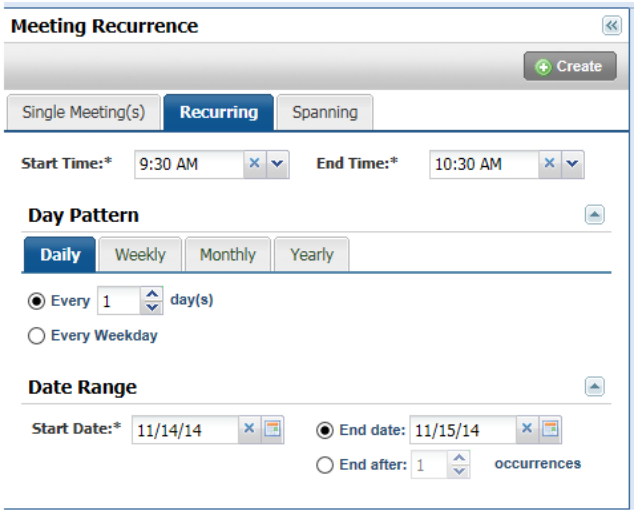
5. Event Meeting: A single event can contain multiple meetings. Therefore, you can identify the individual pieces of the event. Enter that here. Items identified with an '*' (asterisk) are required.



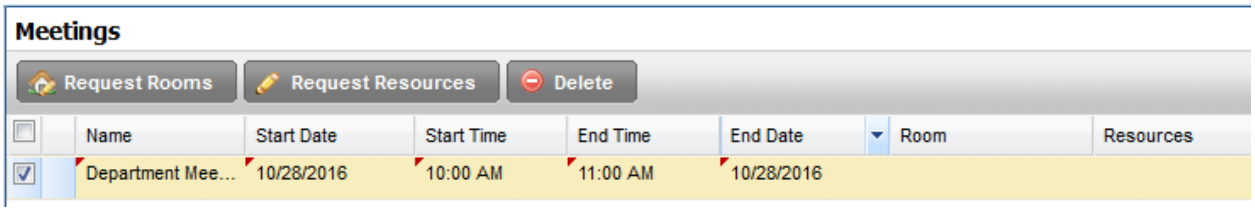
6. Meeting Recurrence:
    a. Select the ***'Single Meeting(s)'*** tab for a single date/time combination.
        i. To create multiple meetings without a consistent repeating pattern, use this option to select all of the dates.
            1. Example: Meeting on Monday & Thursday of same week from 8:00am – 2:00pm. If the two dates have different times, enter them individually.
        ii. Select the dates and times using the calendar and Start/End times.
            1. Be very aware when you click on a date in the calendar, it will try to add EACH of the days you clicked on.
        iii. Click ***'Create'*** to add this meeting.
    b. Select the ***'Recurring'*** tab to request a meeting that covers multiple days/weeks and follow a set pattern.
        i. Enter the combination that fits your meeting and click ***'Create'***.
        ii. Example: Tuesday, Thursday 9-11am for 3 weeks
    c. Select the ***'Spanning'*** tab to request a room to be reserved 24 hours a day.
        i. Enter when the reservation starts, when it ends and click ***'Create'***. This is <u>not</u> recommended. Please consult an administrator for these types of requests.

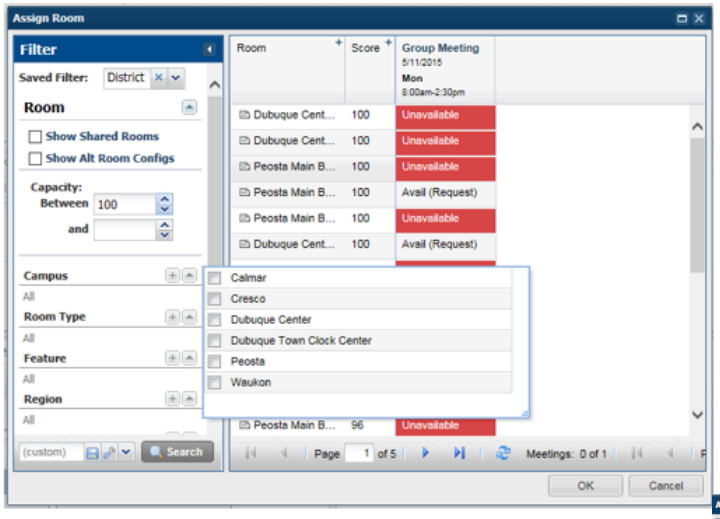
7. Continue until all your requests for this event appear in the **Meetings** window.





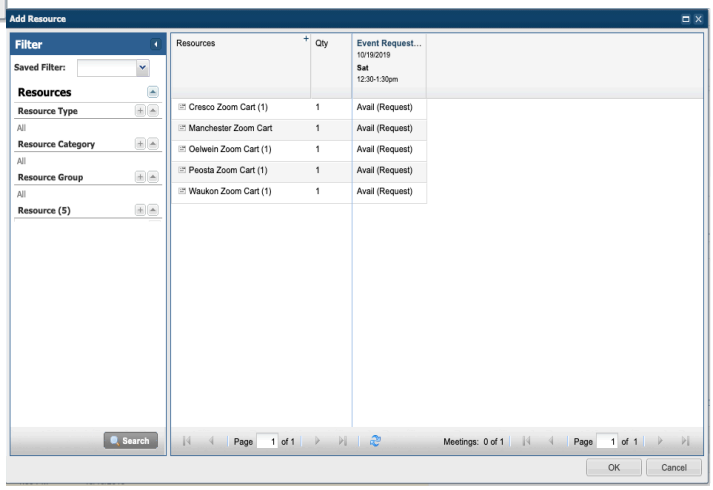
8. Meetings – Request a room: After you have all of your requests displayed in the *Meetings* window and you wish to request a specific room(s).
    a. Select the meeting and click on ***'Request Rooms'***.
        i. If you are not particular about the exact room, you may skip this step and a room will be assigned to you.
        ii. If any of your locations for the request require a Zoom Room, reference here for the list of Zoom Rooms
            1. Click on the plus sign to display the options available.
                a. This will narrow down your choices.
            2. When you have located the room you want, click the *'Avail (Request)*. This will change to green and display as *'Selected'*.
                a. You may click on multiple rooms.
            3. Click ***"OK"***.
    b. Select the meeting and click on ***'Request Resources'***.
        i. If you are not particular about the exact resources, you may skip this step and resources will be assigned to you.
        ii. If any of your locations for the request require a Zoom Cart
            1. Click on the plus sign to display the options available.
                a. This will narrow down your choices.
            2. When you have located the room you want, click the *'Avail (Request)*. This will change to green and display as *'Selected'*.
                a. You may click on multiple rooms.
            3. Click ***"OK"***.



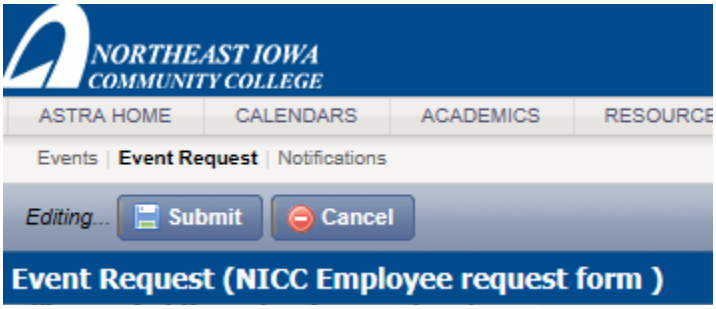


Request Rooms screen

Request Resources screen



9. When all information has been entered, click the ***"Submit"*** button.



10. After submitting, your request will be sent to the appropriate approver. An automated email will confirm your request and once approved, you will receive an automated confirmation.