

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

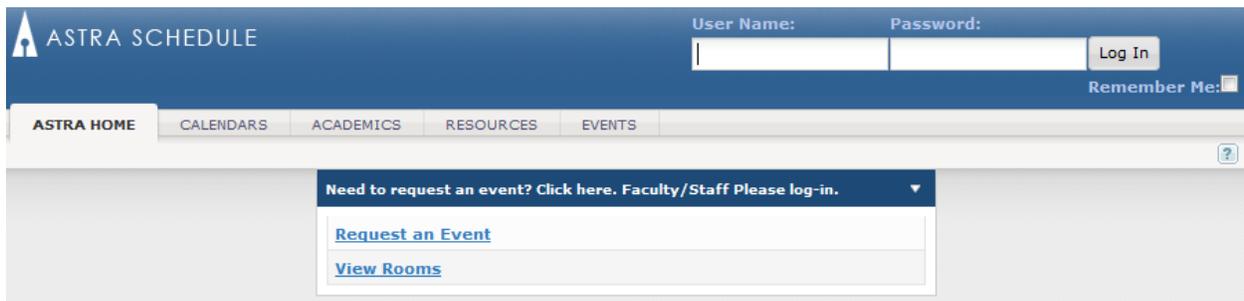
Wilder Business Center: Kristi Flack, ext 1225 (Backup: Andrea Knutson, ext 1224)

Town Clock Center: Shane Holdridge ext 3388

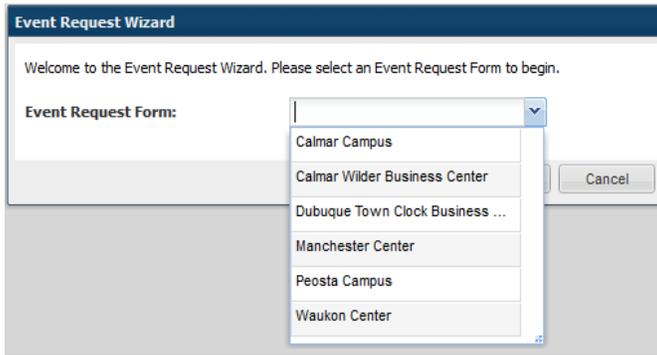
All requests for facility usage at any NICC campus or center location, that is not a credit class, will be made through the Astra Event Request.

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**'.

Room request for

Northeast Iowa Community College

- Room requests should be submitted 48 hours prior to event.
- Multiple dates/rooms can be chosen within one request.
- Video Conference requests
 - ✓ Select meeting type: "Zoom"
 - ✓ Include rooms for each location (Calmar, Peosta or Dubuque)
- Indicating a meeting as "private" or "featured":
 - ✓ Featured events will appear with all information on the activity calendar
 - ✓ Private events will appear with only the title on the activity calendar.
- **Immediate requests should be emailed to:**
 - Peosta: stanerka@nicc.edu
 - Calmar: kurasht@nicc.edu

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

Customer

Customer:
Select...
Contact Name:
Select...
Contact Phone:
() -
Contact Email:
flackkr@nicc.edu

Event Information

* Event Name:
Event Type:
Select...
Event Description:
* Event Estimated Attendance:
* Please select the preferred room setup.
Select...
Please describe your catering, service, A/V, furniture, or other equipment needs:

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.

Event Meetings

Meeting Name*:
Meeting Type*:
Description:
Max Attendance: 0
 Private Featured Requires Room

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 not recommended. Please consult an administrator for these types of requests.

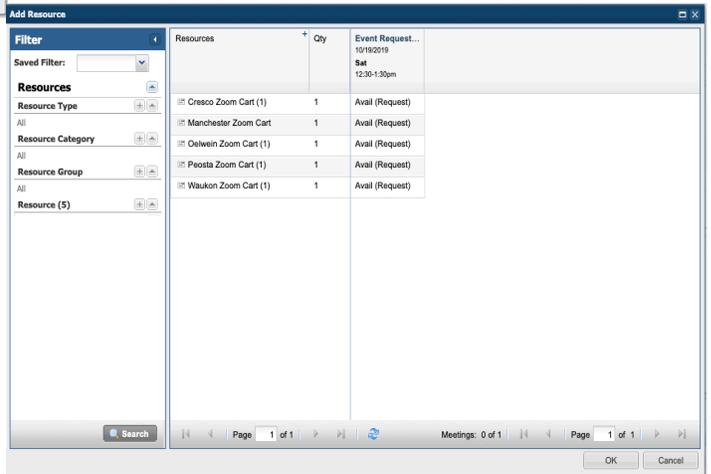
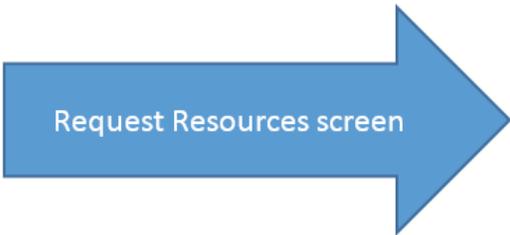
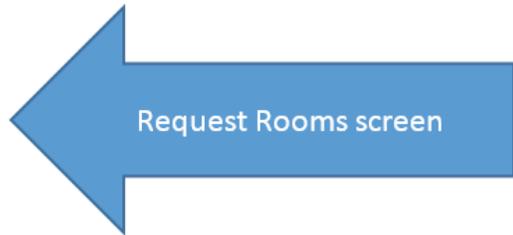
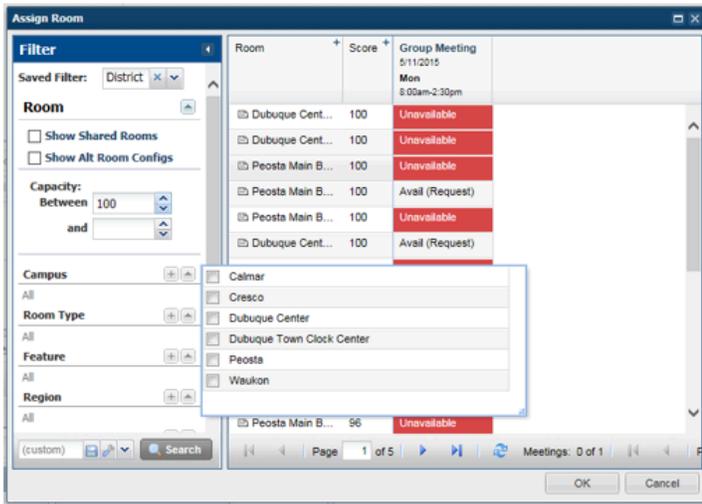
7. Continue until all your requests for this event appear in the **Meetings** window.

The screenshot shows the 'Meeting Recurrence' form with the 'Single Meeting(s)' tab selected. The 'Start Time' is set to 8:30 AM and the 'End Time' is 9:30 AM. Below the time fields are two calendar views for November and December 2014. In the November calendar, the 14th is highlighted with a red box. A 'Create' button is visible in the top right corner.

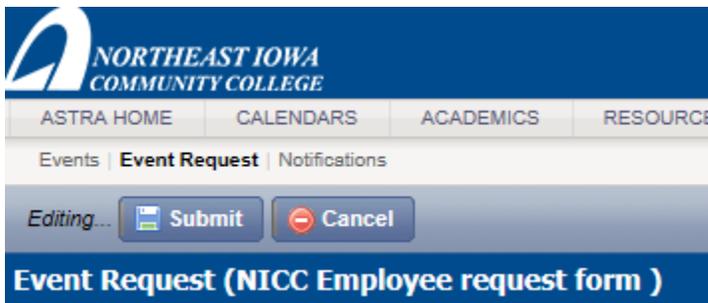
The screenshot shows the 'Meeting Recurrence' form with the 'Recurring' tab selected. The 'Start Time' is 9:30 AM and the 'End Time' is 10:30 AM. Under the 'Day Pattern' section, 'Daily' is selected, and 'Every 1 day(s)' is chosen. Under the 'Date Range' section, 'End date: 11/15/14' is selected. A 'Create' button is visible in the top right corner.

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"**.

Meetings							
 Request Rooms		 Request Resources		 Delete			
<input type="checkbox"/>	Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input checked="" type="checkbox"/>	Department Mee...	10/28/2016	10:00 AM	11:00 AM	10/28/2016		



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.