

Faculty/Staff Portal

How do I request a space with the Astra Scheduling system?

To request a meeting space on campus please follow these directions carefully. If you need assistance reserving a space please call ext: 1586 (507-457-1586).

- 1) Visit [Community.smumn.edu](https://community.smumn.edu) and click to expand Faculty and Staff
- 2) Click on "Room Scheduling"
- 3) On the Astra page click "**Request an Event**".

4) Select the appropriate **Event Request Form** from the dropdown menu.

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5) Enter Event Contact Information then click "**Add/Remove Meetings**"

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7) Enter all required information for the meeting. **Put any set up requests in the "Description" box. Please be specific.

8) Click "**Add Meeting**".

9) Click "**Request Rooms**".

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10) In room request, Click "Edit Filter". Select desired campus and building. Click "Search Rooms".

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11) You can drag the vertical lines to better read the room numbers and information.

12) Click "Available" next to the desired room to select it. Click ***Save and Update Request***. Then click "**Request Resources**".

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13) Click "Edit Filter" select any and all desired resources and technology.

14) Click ***Save and Update Request***

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15) Click Submit Request. Click "Done".

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