

Astra Room Scheduler Instructions for Campus Connection Portal

Instructions:

1. Go to the Campus Connection portal, available at www.ndsu.edu. Click on the 'Ad Astra Room Scheduler' link. **Note:** it is not necessary to log in to the secured portal.

CONNECT ND

Personalize Tue, Oct 2, 07 6:55 AM Home N

Who Am I?
You are signed in as GUEST

Menu
▷ Campus Websites
– [Forgot My Password](#)
– [What is My User ID?](#)
– [Ad Astra Room Scheduler](#) ←
– [Obtain a User Account](#)
– [View Schedule of Classes](#)

Signon
User ID:
Password:

Authorized User - Payments
If a student has designated you with access as an "Authorized User" to make online payments on their account, click here!

Welcome to Campus Connection
Welcome to CampusConn

The CampusConnection portal will provide a secure and convenient access point to obtain a User ID and Password, you can return anytime to continue work on your classes or update your personal information.

If you have forgotten your User ID or do not know what it is:
If you have forgotten your User ID, or did not receive a User ID, you can visit the page you cannot find it, contact your local Help Desk or the NDUS Help Desk at 1-800-457-6387 (toll-free in the US and Canada) or help.desk@nodak.edu.

If you have forgotten your password...

1. Select **Forgot My Password**.
2. Enter your User ID. You will be presented with your Hint Question. At this point, you will be asked to enter your Hint Response.
3. Enter your Hint Response. If the response is correct, you will be emailed your new password.
4. The Hint and your Email address must be setup prior to using this process.

Prospective Students (or if just passing by):
If you wish to Apply for Admission, visit the link called "Obtain a User Account". This link is located in the "Community Access" section, where you can fill out an Online Admissions Application, and create your Account Profile. With your User Account, you can visit at any time.

2. Click on the link 'Schedules' to search on classrooms. **Note:** the "View Rooms" link is NOT enabled.

ASTRA SCHEDULE HELP

Login Search in Events

Welcome, Guest
Campus: NDSU1

Home
Announcements
Schedules
View Rooms

CAMPUS RESERVATIONS AND SCHEDULING

3. Select filter criteria as listed and then click "Apply Filter". This will list the classes and events scheduled in the specified building/classroom that you have requested. If using the Start/End Time field, you must click on the clock to select the times.

Note: If you experience a warning message after clicking "Apply Filter," you may need to look at how your Internet is set up to accept cookies and temporary files. If assistance is needed, contact your IT support staff.

The screenshot displays the ASTRA SCHEDULE web application interface. At the top, there is a navigation bar with the logo 'ASTRA SCHEDULE', a 'Login' button, a search box, and a 'Go' button. Below the navigation bar, there are tabs for 'Events', 'Classes', and 'Exams', with 'Events' and 'Classes' selected. A 'View as:' dropdown menu is set to 'List', and a 'Print Version' link is visible. The main content area is titled 'Select filter criteria below:' and contains several input fields: 'Start Date' (10/01/2007), 'Start Time' (12:00 AM), 'Building' (All), 'Event Status' (Scheduled), 'End Date' (10/31/2007), 'End Time' (11:59 PM), and 'Room' (All). An 'Apply Filter' button is located at the bottom right of the filter section, with a red arrow pointing to it. Below the filter section, there is a message: 'Specify filter criteria above. Then click the "Apply Filter" button to display the data.'

Classroom or cluster reservations for academic classes/labs may be submitted along with the semester Schedule of Classes submission to Registration and Records. Reservations in these facilities for non-academic/class purposes (i.e., meetings, special events, special exams, etc.) must be reserved by completing the Classroom and Cluster Reservation Form.

The reservation form, as well as reservation guidelines and a master list of classrooms and clusters are available at <http://www.ndsu.edu/registrar/reservations>.