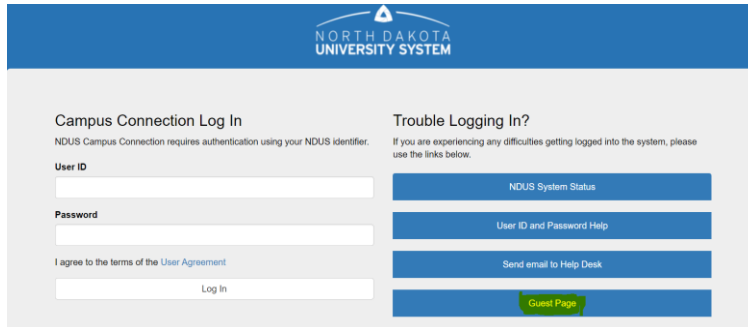


Please use the following instructions to check on availability of a room prior to making a reservation request.

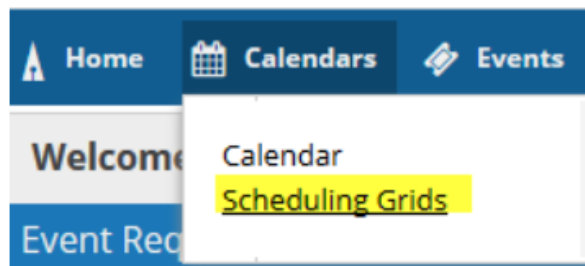
- 1) Click on Guest page from the NDUS login page.



- 2) Click on the AdAstra Room Scheduler tile from the Guest Homepage.



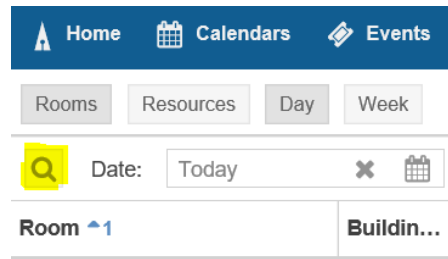
- 3) Click on "Calendars" tab.




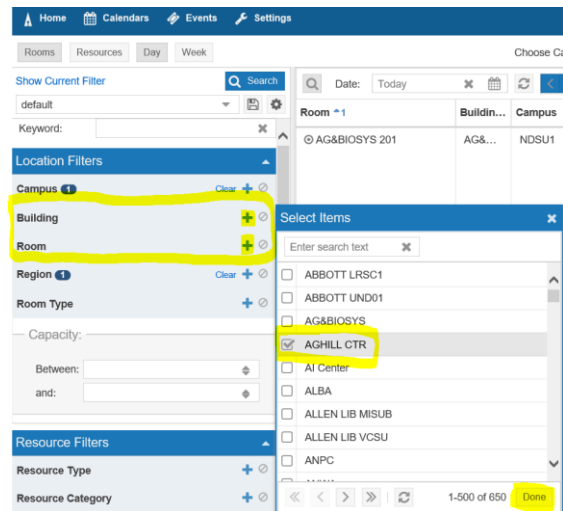
- 4) Choose Calendar: "NDSU Scheduling Grid".

Room	Buildin...	Campus	Type	Capacity	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM
© AG&BIOSYS 201	AG&...	NDSU1	Lecture Room	48				ABEN 684/01	ENGL 120/03	ENGL 120/10	ABEN 48		

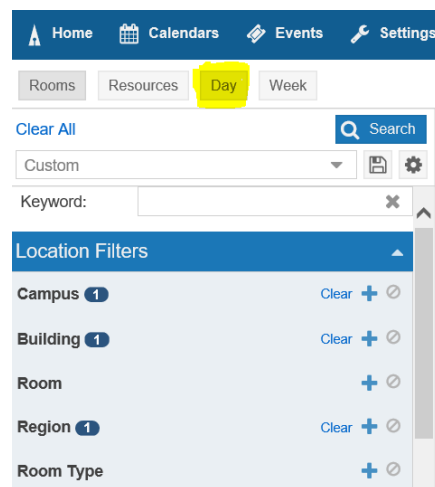
5) Click on magnifying glass for advanced search criteria.



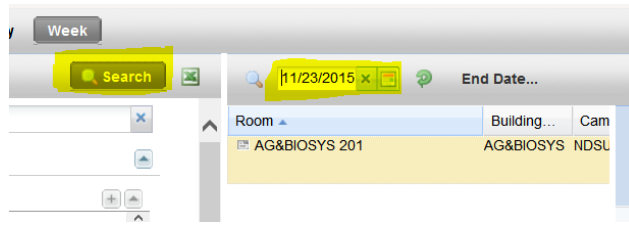
6) Use the  to add building and room you wish to check on. You can select only building to view all rooms or select a specific room to view.



7) Click on "Day".



8) Select the date that you would like to search on. Click "Search" once day is selected to bring up that day.



9) Hover over a blue square to view details of the class reserved for that time. Blue squares indicate classes and green squares indicate events. For this example, Ag & Biosys 201 is available from 2:00 - 3:00 pm and from 4:00 pm on.

		November 23, 2015															
Room	Type	Capa	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM		
AG&BIOSYS 201	Lecture Room	48			ASM	ENGL	ABEN	ABEN	ASM	ENGL		MATH					

10) To request your event, click on the Request Event Button to complete the NDSU Event Request form.



11) Select either NDSU Faculty/Staff Event Request Form or NDSU Student Event Request Form and click Next for form to open.

**Event Request Wizard**

Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

\* Event Request Form: NDSU Faculty/Staff Event Request Form

**Event Request Wizard**

Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

\* Event Request Form: NDSU Student Event Request Form