Astra Room Scheduling Guide

Reserving Meeting Space Instructions

Follow the instructions for booking a space in the Armour Academic Center. The Registrar requires that you submit requests *2-4 days in advance* – please plan accordingly. Please note Chrome is the best browser to use.

Go to: https://www.aaiscloud.com/RushU

1) Click on "EVENTS"



2) Click on "Request Event"



3) Select "Classroom Event Request (AAC, TOB)" from the dropdown. Click "Next".



4) Complete the required information. Click "Add Meeting".

Classroom Event Request Form (AAC, TOB)

Please fill out the following form as completely as possible. Items marked with an asterisk (*) are required.

Classrooms in Armour Academic Center (AAC) and Triangle Office Building (TOB) can now be requested for non-course related events through **Sunday, April 28, 2019**.

EventInfo

* Event Name:		
Graduate College Committee Mee	eting	
* Event Estimated Attendance:		
10		\$
*Will food be served at this event?		
No	•	×
* Do you need a room with a proje	ctor?	
Yes	•	×
Comments:		
Add a Meeting:		
Add Meeting		

5) Fill out the required information on the screen that popped up. Click "Add Meeting".

Create Meeting	(s)			×
⊙ Single O N	Iultiple O Recurring			
Start Time:	3:00 PM 🔹	End Time:	3:30 PM	•
Start Date:	03/28/2019 🗶 🛗	End Date:	03/28/2019	× 🛗
s * Meeting Name:	Graduate College Committee	Meeting	×	
Meeting Type:	Meeting	•	×	
Max Attendance	: 10		\$	
, it is a set of the s	Featured			
4	Private			
	🗹 Requires Room			
			Add Meeti	ng Cancel

6) Select "Request Rooms".

comments:

Add	a Meeting:	
Add M	Meeting	Request Rooms
••		
X	Graduate College Committee Meeting - Thu, 03/28/2019, 03:00 PM to 03:30 PM	

7) Select a room and click "OK".

Filter	4		Graduate Colle	
	Q Search	Room	3/28/2019 Thu	
Custom	-	446.002	Lineariable	
	•	AAC 902	Angil (Demust)	
		AAC 904	Avail (Request)	
	0	AAC 937	Unavailable	
	•	AAC 981	Selected	
	•	AAC 929	Avail (Request)	
	•	AAC 211	Unavailable	
	0	AAC 965	Unavailable	
	۲	AAC 916	Avail (Request)	
	۲	AAC 909	Avail (Request)	
	۲	AAC 908	Avail (Request)	
	۲	AAC 210	Unavailable	
	•	AAC 1048	Avail (Request)	
	۲	AAC 927	Unavailable	
	«	< Page 1 of 2	> >>	

8) Complete the Contact Info". Select "Submit".

* Event Name:			
Graduate College Committee Me	eting		
* Event Estimated Attendance:			
10		\$	
*Will food be served at this event	?		
No	•	×	
*Do you need a room with a proje	ector?		
Yes	•	×	
Comments:			
Add a Meeting: Add Meeting			Request Rooms
X Graduate College Commit	tee Me	eeting	- Thu, 03/28/2019, 03:00 PM to 03:30 PM
ContactInfo			7
Contact Email:			
sam_weir@rush.edu			
*Department:			
Graduate College			
Contact Name:			
Sam Weir			
Submit			

9) You should receive an email confirmation that your request was received. It can take 2-4 days before you receive an email request approval with an attached PDF with your reservation.