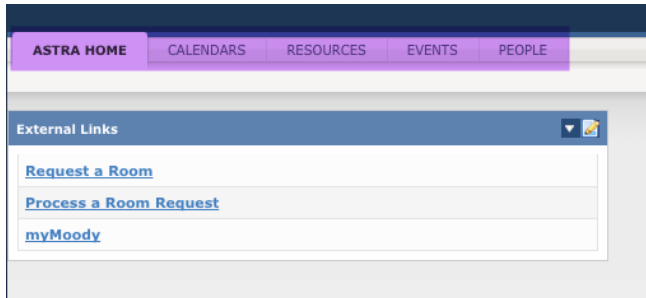


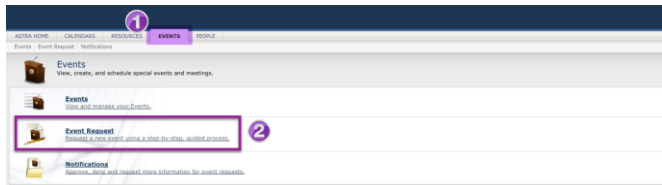
Astra is the room scheduling (reservation) software used by Moody. Follow the steps below to reserve a room using Astra.

Process Steps

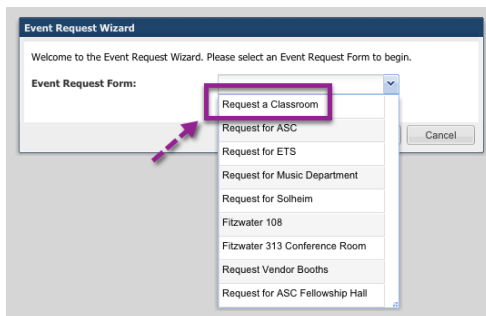
1. Open a Web browser and type *rooms.moody.edu* into the address bar; then log on using your Moody username and password. The new screen will have a row of tabs at the top, as shown below.



2. Click the “Events” tab and from the list of options click the “Event Request” link. This will take you to the page where you can select a room and time..



3. You will be asked to specify an Event Request Form. To reserve a classroom, click on the drop-down arrow and select “Request a Classroom,” then click “Next.”



(Continued on next page)

- You will now see the Event Request Form. Fill out the required fields to specify the event details.

- To choose a room location, first specify the date and time of the event within the, “Meeting Recurrence,” box and click, “Create.” The event will then appear within the, “Meetings” box, in which you will assign a room.

- Navigate to the, “Meetings” box to assign a room. Ensure the check box next to the event title is checked and click, “Assign Rooms.” A dialogue box will appear with a list of rooms to choose from. Based on when your event is scheduled, various rooms will appear as, “Available” or “Unavailable.” Choose a room from the list by clicking the word, “Available” next to the room name, then click, “OK.”

Room	Score	Availability
Fitzwater 404	100	Avail (Request)
Sweeting 335	91	Unavailable
Fitzwater 205	91	Unavailable
Sweeting 206	91	Selected
Fitzwater 401	91	Unavailable
Sweeting 333	91	Avail (Request)
Fitzwater 206	91	Unavailable
Sweeting 205	91	Unavailable
Sweeting 222	91	Avail (Request)
Sweeting 226	91	Unavailable
Sweeting 225	91	Avail (Request)
Sweeting 223	91	Avail (Request)
Sweeting 207	91	Avail (Request)
Sweeting 204	91	Unavailable
Fitzwater 201	89	Avail (Request)
Doane 202	87	Avail (Request)

- After all the required fields have been selected, click the, “Submit” button on the top left hand side of the screen. You will then receive a confirmation email that your request has been received. You’ll receive a second email once the request has been approved.