

## Use of Ad Astra for non-academic events

Please use the Ad Astra online form **IF** you will need the use of one and/or all of the following locations but will not require services (food, parking permits, IT assistance, etc.) or resources (tables, chairs, etc.): meeting rooms (3-113, 3-115, 3-116, 3-117, 3-118 and 10-182), lecture halls, classrooms, computer labs (labs only in bldg. 9 and 11) that are not department controlled/managed.

Note: If it is departmentally controlled, it will have a special designation in the room details or description (i.e. – “TRS Lab”, “HONORS dedicated”, “Mth only”, “ASL first”).

For all other requests on the Brighton Campus, Applied Technology Center and/or Downtown Campus (High Falls A/B **only**), please contact the Campus Events office (via phone, email or walk-in during standard business hours) directly to check availability and place holds accordingly.

Note: If a hold is placed, your CE Representative will provide you a due date for the submission of the completed Campus Events application, Safety and Security Checklist and setups (if applicable).

Please follow this link to the Ad Astra site: <https://www.aaiscloud.com/MonroeCC/default.aspx>.

If the above link does not work, please go to the Campus Events web page via the following link: <https://www.monroecc.edu/depts/campusevents/>

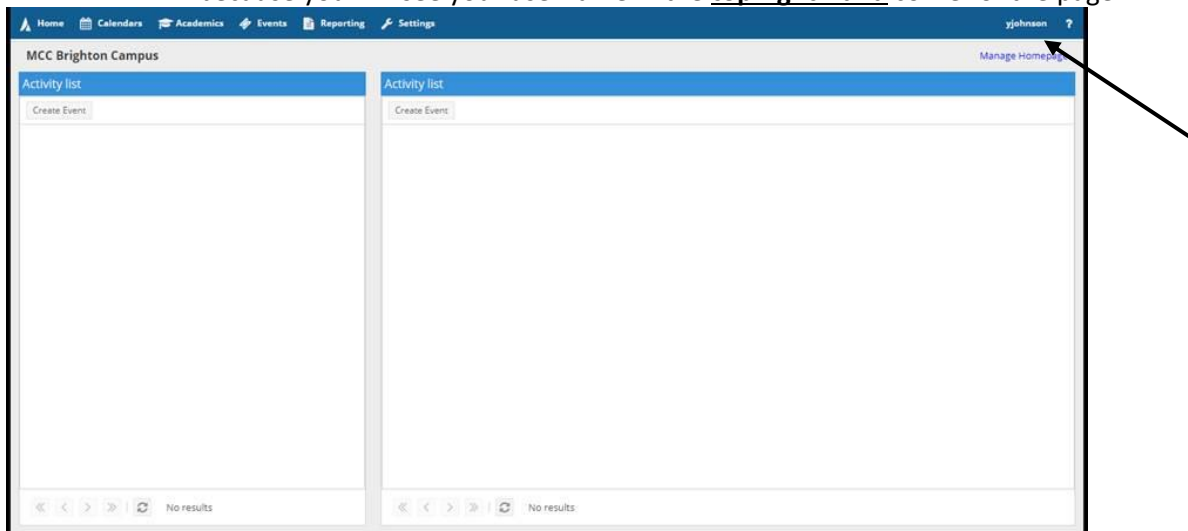
Click on the “Ad Astra” work link in the middle of the page below the “Welcome”.

**Do not go into Blackboard as Ad Astra is separate from Blackboard.**

FYI: The Ad Astra site was upgraded on April 5, 2019 but at this time does not reflect the MCC branding yet

A user friendly Ad Astra manual should be forthcoming soon so please keep a look-out on Tribune but in the meantime, please see below for the steps to follow to submit an online request:

1. Sign into Ad Astra using your MCC email address (as your username) and MCC password. **Do not access the system as a guest!** Once you have signed onto the site, you should see the Ad Astra homepage. You will know you are signed in properly because you will see your username in the **top right-hand** corner of the page.



2. On the top of the Homepage, select “**Events**” tab.
  3. Under the Events tab, select “**Request Event**”. The “Event Request Wizard” dialog box should pop up. Then select the “**Brighton Form**” or the form that best correlates to your needed location from the drop down tab and hit “**Next**”.
  4. Under contact info, fill in your last name in the drop down box (making sure that MCC is in the parentheses following your name and that MCC is the Customer name. Fill in the name of your meeting/event under event title and indicate how many internal (MCC) employees/staff, etc. will be attending the meeting/event, then hit the “**Add Meeting**” button.
  5. A box titled “**Create Meeting**” should pop up. This is where you fill in the start & end time, start & end date, meeting name, and the type of event (i.e. – meeting, lunch, interview, etc.) in the drop down box. Then click the “Add Meeting” option again.
  6. Next click “**Assign Rooms**”.
    - Choose the Campus (ex. BC), building and room number, then click on the search button at the top of the page.
    - Choose an available room, then click OK.
- \*We will not process your request without a room being assigned.\***
7. Then select “**Submit**”. You will then see a message saying “Thank you for your request. The Campus Events office has received your form. Please allow for 72 business hours for processing the request.”

Brighton Campus and Applied Technology Center requests will be sent to the Campus Events office for processing and Downtown Campus will go to Antonia Custodio. If you encounter any issues accessing the system, please do not hesitate to contact anyone from Campus Events or Antonia Custodio.