

Instructions for Applied Technologies Center Request Form and Brighton Campus Event/Meeting Room Form

For future requests for classrooms, lecture halls, meeting rooms and/or computer labs (in buildings 9 and 11), please see below for the steps to submit an online request and assign a location to a request(s). Please make sure that you use either Chrome or Firefox as your default internet browser for Ad Astra rather than Explorer or Edge because Ad Astra functions better when using either of those two browsers. Also, do not go in to Blackboard as Ad Astra is separate from Blackboard.

If you have never signed into Ad Astra, please email Sauntevia Major (smajor1@monroecc.edu) and Yolanda Johnson (yjohnson@monroecc.edu) prior to attempting to submit an online request.

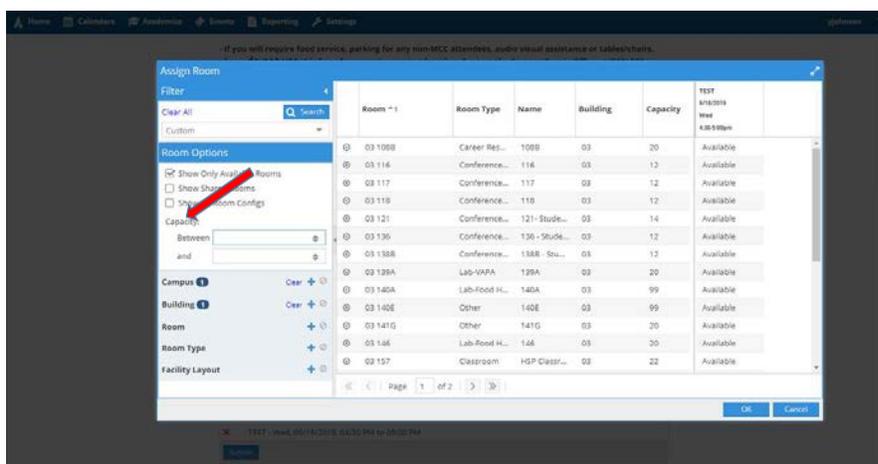
NOTE: If you will be having external guests at your meeting, or if you will be serving food or require IT assistance, etc. you cannot use this form!! You will need to email or call the Campus Events office to make a reservation.

STEPS:

1. Log into Ad Astra <https://www.aaiscloud.com/MonroeCC>. The best way to access the link is via the Campus Events page. Select “Ad Astra for Faculty and Staff” on the left and then go under “Where is the Link for Ad Astra?” in the body of the text.
 - a. Use “Chrome” browser only. Do not use Explorer or Firefox
 - b. Enter your MCC email address and password when prompted
 - c. **Do not access the system as a guest!** Once you have signed on, you should see the Ad Astra homepage. You will know you are signed in because you will see your username in the top right-hand corner of the page (see below)

The screenshot shows the Ad Astra system interface. At the top, there is a navigation bar with links for Home, Calendar, Academics, Events, Reporting, and Settings. The user's name 'yjohnson' is displayed in the top right corner, with a red arrow pointing to it. Below the navigation bar, there are instructions and a form for creating an event. The form has sections for Contactinfo and Eventinfo. The Contactinfo section includes fields for Contact (Yolanda Johnson), Customer (MCC), Email Address (yjohnson@monroecc.edu), and Contact Phone. The Eventinfo section includes fields for Event Title (TEST) and Enter the number of internal guests (22). There are buttons for 'Add Meeting' and 'Assign Rooms' at the bottom of the form.

2. On the top of the homepage, select “Events”.
3. Under the events tab, select “Request Event”. The Event Request Wizard should pop up for you and you should then select the Brighton Campus Event/Meeting Room form 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” button again.
6. Next click “Assign rooms”. Choose the Campus (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. Once selected, you will see a dialog box where you can filter to your preferred Campus and Building (Ex. – Campus: BC, Building – 3).
8. When you have set your filter preference, then select “Search”. Please be sure that your “Capacity” is “blank” (see arrow in **RED**) otherwise you will not see all available options



9. When see the room you would like (make sure it is not a department controlled or managed location), select it. The location will turn "GREEN". This is how you know you have requested a location.
10. At the bottom of this dialog box, click on "OK".
11. You will be brought back to the Ad Astra Brighton form main page where you can 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."

If you have any problems or have any questions, please contact the Campus Events office as soon as possible.