



## Ad Astra Scheduler

### Training Packet

- Collin OneLogin
- Scheduling Grid
- Event and Section Filters
- Request Forms

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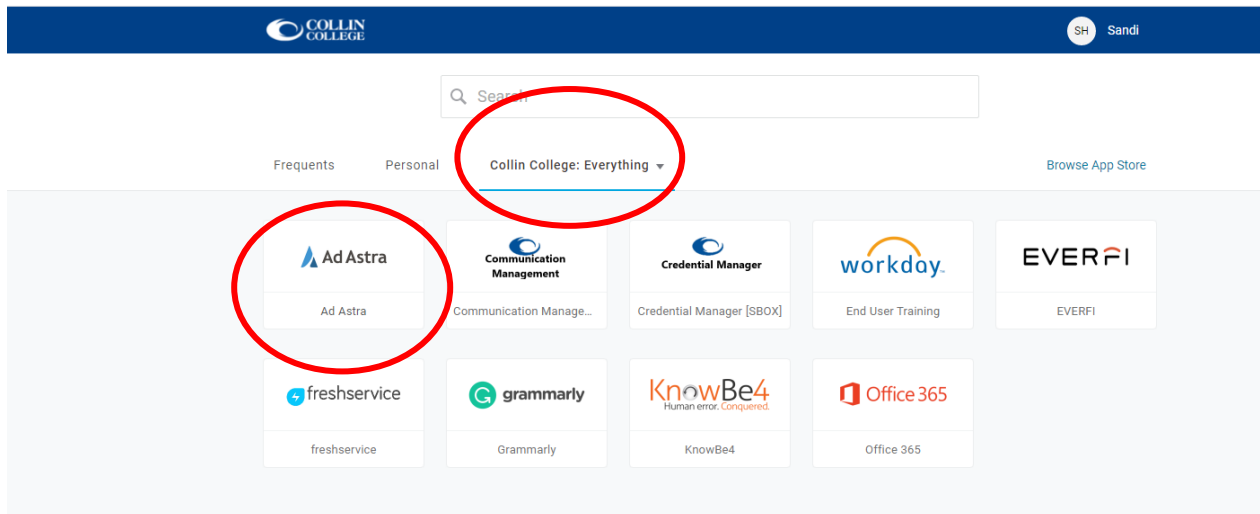


# Ad Astra Scheduler

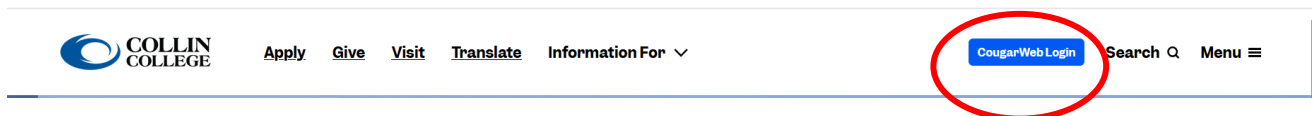
## Collin Ad Astra Login Instructions

There are two ways to log-in to Ad Astra. The best way is to type in your browser URL (Chrome browser is the best), [Collin.OneLogin.com](https://Collin.OneLogin.com). You will be prompted to enter your Collin username and password.

Click on the **“Collin College Everything”** tab, and then click on the Ad Astra tile. It will automatically send you to the Ad Astra application.



The second option is to login to CougarWeb.



If the **Ad Astra Event Scheduling** widget is not on the first page, click **Find New Widgets**, and type Ad Astra, and select **Add to Dashboard**.



On the **Ad Astra Event Scheduling** widget, click on the **Event Scheduling** tab.

**Event Scheduling**

On the first screen, you can click on the **Ad Astra Event Scheduling application**, you will be prompted to enter your Collin username and password. This step will take you into the Ad Astra Event Schedule application.

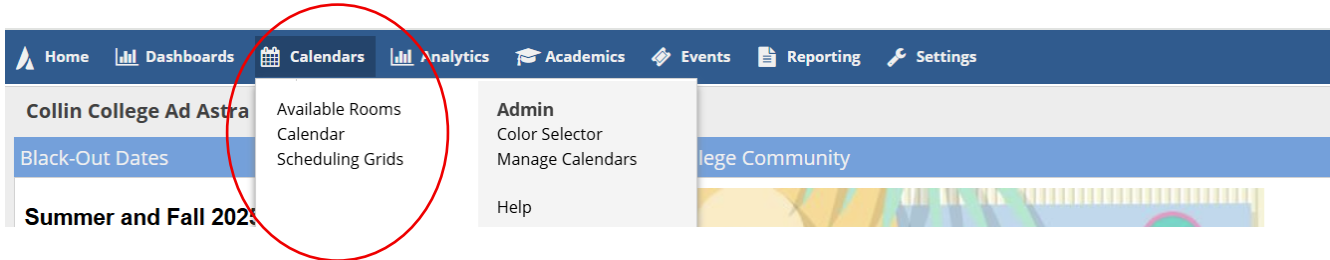
## Ad Astra Scheduler

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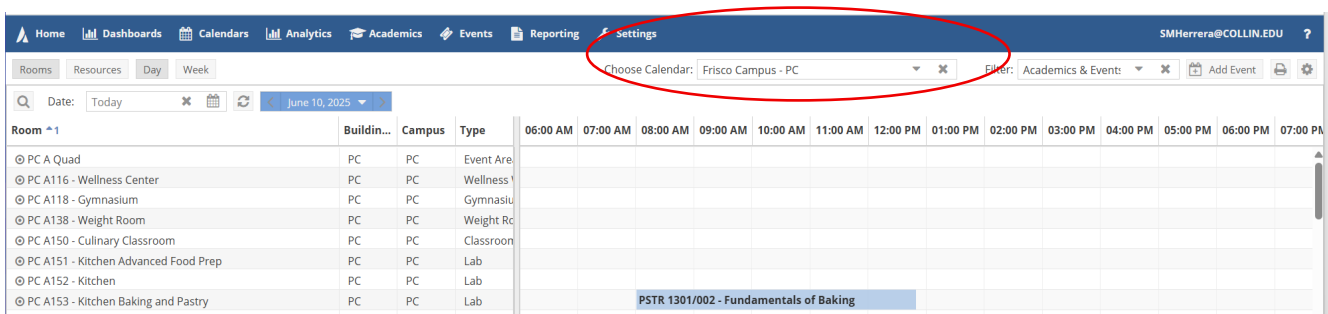
The Collin **Ad Astra Event Scheduling application** plays a key role in academic scheduling and room requests. Customized request forms have been created for each campus to efficiently schedule all instructional spaces (classrooms/computer lab), small

## Scheduling Grid Tutorial

The Scheduling Grid is located directly off the Ad Astra homepage. To get to the “**Scheduling Grid**,” click on the **Calendars** tab and select **Scheduling Grid**.



The default calendar displays your home campus. Below, the calendar displays Frisco for a Frisco Campus user.



The “**Scheduling Grid**” is where you spend most of your time on the Ad Astra Event Scheduler application. It is an effective tool that helps you see what is happening at your campus throughout the day.

The grid has a variety of filters to navigate you better and help you locate the information you need. You can adjust the filters to your preference: Room, Building Code, Building Name, Campus, Type, and Capacity.

Here are some ways to best utilize the Scheduling Grid filters. Hover over the “Building” box, select the down arrow, and then select the “Columns” option; click the arrow next to the “Columns” option.

Deselect, Building Code, Building Name, Campus and Type. The only filters left are Room and Capacity.

Rooms

Resources

Day

Week

Q

Date: Today

✕

📅

↺

June 10, 2025

↻

Room ^1	Building	Building Name	Campus	Type
⊙ PC A138 - Weight Room	PC	Use Default Sort	PC	Weight Room
⊙ PC A150 - Culinary Classroom	PC	<div>Columns</div> <div> <input type="checkbox"/> Room Id           <input checked="" type="checkbox"/> Room           <input checked="" type="checkbox"/> Building Code           <input checked="" type="checkbox"/> Building Name           <input checked="" type="checkbox"/> Campus           <input checked="" type="checkbox"/> Type           <input checked="" type="checkbox"/> Capacity           <input type="checkbox"/> Name           <input type="checkbox"/> Number           <input type="checkbox"/> Description         </div>		
⊙ PC F220 - Science Lab Microbiology	PC			
⊙ PC F222 - Science Lab Biology	PC		PC	
⊙ PC F227 - Science Lab Biology	PC		PC	
⊙ PC F230 - GPC - T/C	PC		PC	
⊙ PC F231 - Science Lab Biology	PC		PC	
⊙ PC F244 - GPC - T/C	PC		PC	
⊙ PC F245 - GPC - T/C	PC		PC	
⊙ PC F246 - GPC - T/C	PC		PC	
⊙ PC H121 - Computer Classroom	PC		PC	
⊙ PC H122 - Computer Classroom	PC	PC		
⊙ PC H123 - Computer Classroom	PC	PC		
⊙ PC H124 - AIM Center	PC	PC		
⊙ PC H130 - GPC - T/C	PC	PC		
⊙ PC H131 - GPC - T/C	PC	PC	PC	Classroom
⊙ PC H132 - GPC - T/C	PC	PC	PC	Classroom

Now, click on the whitespace and the line before 6:00 a.m. and move it right behind capacity. You should be able to see a full day's range of time on the grid: 6:00 a.m. – 10:00 p.m.

Rooms

Resources

Day

Week

Choose C

Q

Date: Today

✕

📅

↺

<

June 10, 2025

>

Room ^1

Capacity

06:00 AM

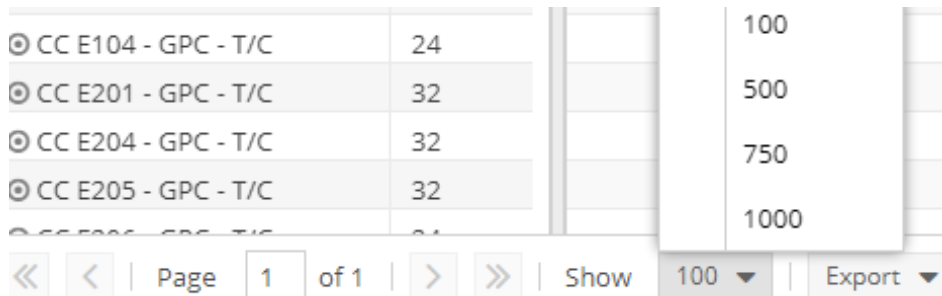
⊙ PC A138 - Weight Room	30	
⊙ PC A150 - Culinary Classroom	30	
⊙ PC F220 - Science Lab Microbiology	24	
⊙ PC F222 - Science Lab Biology	24	
⊙ PC F227 - Science Lab Biology	24	
⊙ PC F230 - GPC - T/C	32	
⊙ PC F231 - Science Lab Biology	24	
⊙ PC F244 - GPC - T/C	32	
⊙ PC F245 - GPC - T/C	30	
⊙ PC F246 - GPC - T/C	28	
⊙ PC H121 - Computer Classroom	30	
⊙ PC H122 - Computer Classroom	30	
⊙ PC H123 - Computer Classroom	30	
⊙ PC H124 - AIM Center	24	
⊙ PC H130 - GPC - T/C	30	
⊙ PC H131 - GPC - T/C	30	
⊙ PC H132 - GPC - T/C	30	

Move this line behind Capacity to get a larger landscape of the day.


Move this line behind Capacity to get a larger landscape of the day.

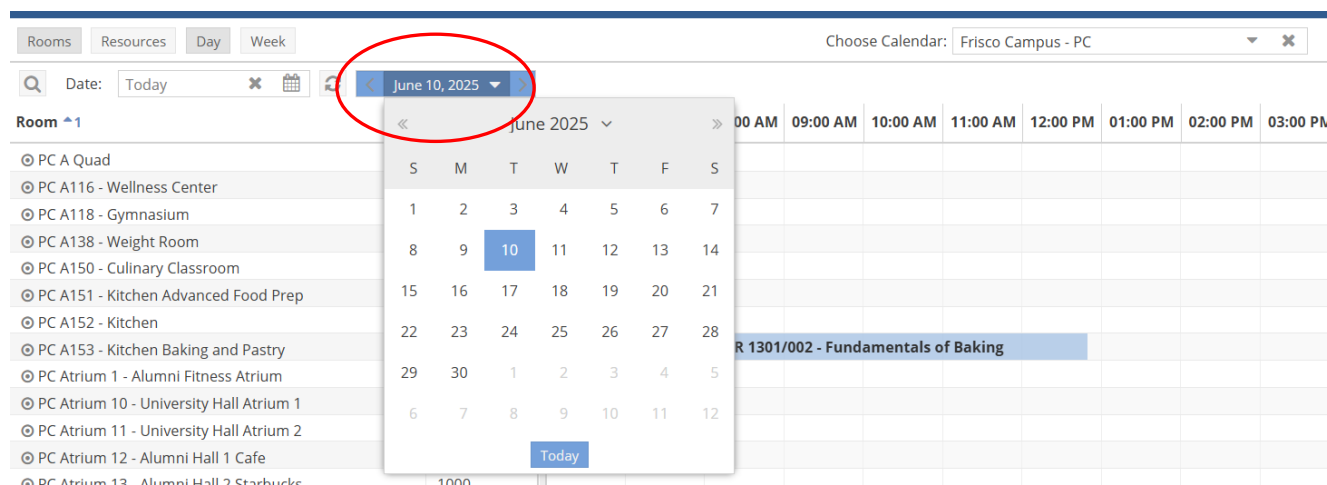
Another applicable adjustment is to select 500 at the bottom of the “**Scheduling Grid.**” The default is 100; to view one page for larger campuses, make your selection 500.

Selecting 500 enables you to scroll from top to bottom and see the entire campus.



### View Dates:

To select the date you would like to view, click on the drop-down arrow next to the date shown in blue (the image below shows the date of June 10, 2025). A calendar will appear, and you can select the date you want to view (To advance to a month, click the double arrows facing left . To advance to a year, click the drop-down arrow next to the month and year).



An important note regarding the colored items on the Scheduling Grid. Blue items are classes built in the Student Information System, Workday. Green items are events created within the Ad Astra Event Scheduler. An event cannot be scheduled or reserved on the Scheduling Grid.

To reserve an instructional space or small conference room, please use the Campus Request Forms located in the center of the Ad Astra Event Scheduler homepage. For an Academic or Workforce Division event, [click here](#) to visit the Ad Astra Internal Request Forms page.

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SMHerrera@COLLIN.EDU ?

Collin College Ad Astra Homepage

Black-Out Dates

**Summer and Fall 2025, and Spring 2026 B**

The following are Black-Out Dates for room reservations the following dates due to campus closure:

2025 - 2026 Academic Calendar

Summer 2025	
May 26	Monday
July 4	Friday
Fall 2025	

Campus and Building Codes


Welcome Collin College Community

under review for approval." The **second** email you receive will be from notifications@aais.com, either requesting more information about your request or informing you your request was approved with a reservation number provided.

[Request Form Reference Guide](#)

Campus	Forms
<p><b>Collin Higher Education Center - CHE</b></p> <p><a href="#">Classroom Capacities, Features &amp; Map</a></p> <p><a href="#">Internal Event Spaces Descriptions</a></p>	<p>To reserve CHEC Board Room 139 and CHEC Executive Board Room 135 please <a href="#">click here</a> (You must be logged-in to the <a href="#">Collin.OneLogin</a> portal).</p> <p><a href="#">CHEC Classroom and Computer Lab Request Form</a></p> <p><b>Please Note that you will need to have elevator access for the Third or Fourth Floor</b></p> <p><a href="#">CHEC HR Small Conference Rm 341 Request Form</a></p> <p><a href="#">CHEC Purchasing Small Conference Room 366 Request Form</a></p>

Conference Services Information



Auxiliary and Conference Services

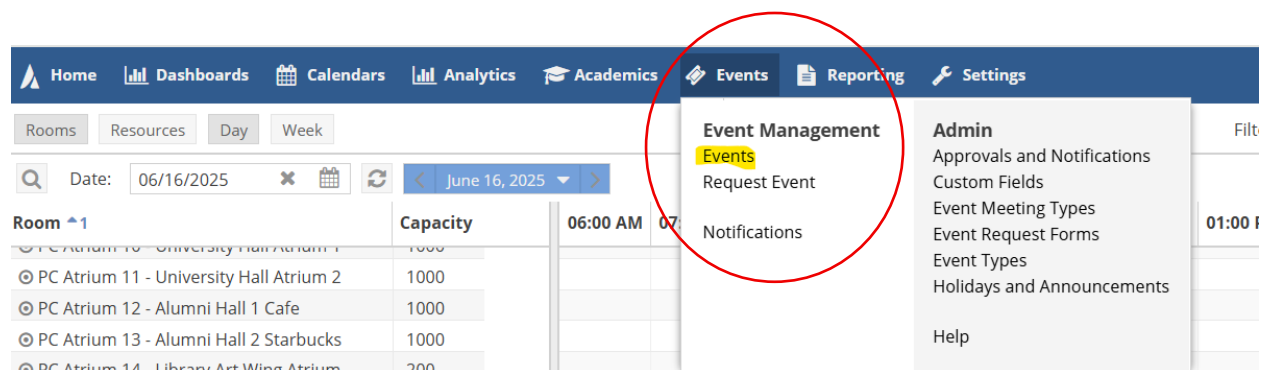
Please use the specialized forms created for district-wide departments to reserve any atrium space, parking lot, event area, or conference center. You may locate these forms on the [Internal Request](#) Conference Services webpage.

**Only** "Academic or Workforce" divisions require the submission of **two forms**: An internal Campus Academic or Workforce Event Request Form and a digital Event Proposal Form. Please submit the Academic or Workforce Event Request Form to reserve your space in Ad Astra tentatively. Once Conference Services receives and reviews your



## Event and Section Filters

To view a list of events or meetings scheduled, you can view these items on the **Events List** page. Click on the **Events** tab and select **Events** under **Events Management**.



A list of events is displayed under the **Events List** area. On your initial visit to this page, you must expand the Filters panel. On the far left of the Ad Astra screen, you will see a column with “Filters” vertically written and an arrow on top of filters. Click on the arrow, and a filter panel will appear.

Event List					
+ Add					
	Event Name ^1	Reservation	Start Date	End Date	Status
✖	Ⓞ AA/SES meeting (Meredith Wang facilitates)	20240411-00015	04/18/2024	04/18/2024	Scheduled
✖	Ⓞ 11th Annual Collin College Guitar Festival	20230216-00057	02/08/2024	02/09/2024	Scheduled
✖	Ⓞ 2024 General Election - VOTING	20230620-00023	02/12/2024	03/05/2024	Scheduled

Event List					
+ Add					
	Event Name	Reservation	Start Date ^1	End Date	Status
✖	Ⓞ CONSTRUCTION NO RESERVATIONS	20250122-00111	12/28/2026	12/31/2026	Scheduled
✖	Ⓞ Carter Blood Drive	20250602-00010	11/11/2026	11/11/2026	Scheduled
✖	Ⓞ Carter Blood Drive	20250602-00009	09/09/2026	09/09/2026	Scheduled
✖	Ⓞ Carter Blood Drive	20250602-00008	06/17/2026	06/17/2026	Scheduled
✖	Ⓞ Summer Kickoff	20250604-00093	05/29/2026	05/29/2026	Scheduled

To utilize the filter panel and locate an event or meeting, type the meeting or event name inside the **Keyword:** box. To narrow your search, insert a start and end date range; click calendar across the **From:** box to insert the start date. To insert the end date, click on the calendar across the **To:** box. Click **Search**.

Filters

Clear All

Search

+ Add

Custom

Keyword: wellness

Time Period: Custom

From: 06/11/2025

To: 08/22/2025

Day Met: U M T W R F S

Event List

Event Name ^1	Reservation	Start Date	End Date
⊖ Zumba Wellness Classes	20250520-00016	05/22/2025	07/31/2025

There are several options to view the event details:

- Click on the **Event Name**
- Click on either **View Events** or **View Meetings**

Event List						
+ Add			View Events		View Meetings	
Event Name ^1	Reservation	Start Date	End Date	Status	Scl	
⊖ Zumba Wellness Classes	20250520-00016	05/22/2025	07/31/2025	Scheduled		

When you click on **Event Name**, you will go to the Event Information Record and view all the event details.

Zumba Wellness Classes (Reservation Number: 20250520-00016)

Event Information

Reservation #: 20250520-00016

\* Owner: Saunders, G'Anna

\* Event Name: Zumba Wellness Classes

\* Event Type: Wellness

Description:

Event Status: Scheduled by GSaunders@COLLIN.EDU

\* Contact: Fair, Brandy

Customer: Collin Faculty and Staff

Notify: ☒

Est. Attend: 0

Private: ☐

Featured: ☐

Meetings

Additional Contacts Attachments Reminders Attendees Notes Calendar Description History

+ Add Meeting

Edit Selected

Assign Rooms

Assign Resources

Drop Selected

Delete Selected

Name	Status	Start Date ^1	Start Time	End Time	End Date	Room	Room Configuration
+ Zumba Wellness Classes (9 instances)		05:00 PM	06:00 PM				

Clicking on the **View Events** tab will only provide you with the Event Name, Reservation, Start and End Date, Status, and Type of the event. To view all of the similar information, including the dates, times and the room of the event(s), click on the **View Meetings** tab.

## View Events tab

Event List							
+ Add							
Event Name ^1	Reservation	Start Date	End Date	Status	Scheduler	Type	
⊗ Zumba Wellness Classes	20250520-00016	05/22/2025	07/31/2025	Scheduled		Wellness	

## View Meetings tab

Event List										
+ Add										
Meeting Name	Reservation	Days Met	Start Date	End Date	Start Time	End Time	Status	Room	Scher	
⊗ Zumba Wellness Classes	20250520-00016		06/12/2025	06/12/2025	05:00 PM	06:00 PM	Scheduled	CC C109	Saur	
⊗ Zumba Wellness Classes	20250520-00016		06/19/2025	06/19/2025	05:00 PM	06:00 PM	Scheduled	CC C109	Saur	
⊗ Zumba Wellness Classes	20250520-00016		07/10/2025	07/10/2025	05:00 PM	06:00 PM	Scheduled	CC C109	Saur	
⊗ Zumba Wellness Classes	20250520-00016		07/17/2025	07/17/2025	05:00 PM	06:00 PM	Scheduled	CC C109	Saur	
⊗ Zumba Wellness Classes	20250520-00016		07/24/2025	07/24/2025	05:00 PM	06:00 PM	Scheduled	CC C109	Saur	
⊗ Zumba Wellness Classes	20250520-00016		07/31/2025	07/31/2025	05:00 PM	06:00 PM	Scheduled	CC C109	Saur	

Filters

Show Current Filter

Search

Custom

Keyword:

Time Period: Custom

From: All

To: All

Day Met: U. M. T W R F S

Is Private: ☐

Is Featured: ☐

My Events: ☐

Event Status

Event Meeting Status

Campus

Building

Room

Customer Group

Customer

Customer Contact

Event Type

Event Meeting Type

Along with a keyword, or From and To date, the Filter's panel can be filtered by an **Event's Status**, **Campus**, **Building**, **Room**, **Customer Group**, **Customer**, **Customer Contact**, and **Event Type**. To select any of these filter items, click on the + icon across from the filter. Click on **Search** at the top of the Filter panel and view your results.

Event Status 1

Clear

Select Items

Enter search text

☐ AL  
☐ CC  
☐ CEC  
☐ CHE  
☐ CY  
☐ FVC  
☒ PC  
☐ PSC  
☐ RB  
☐ SC

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Done

Event Status

Select Items

Enter search text

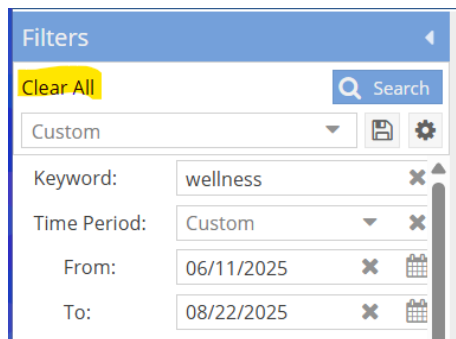
☐ Canceled  
☐ Declined  
☐ Incomplete  
☐ Pending  
☐ Requested  
☒ Scheduled  
☐ Tentative

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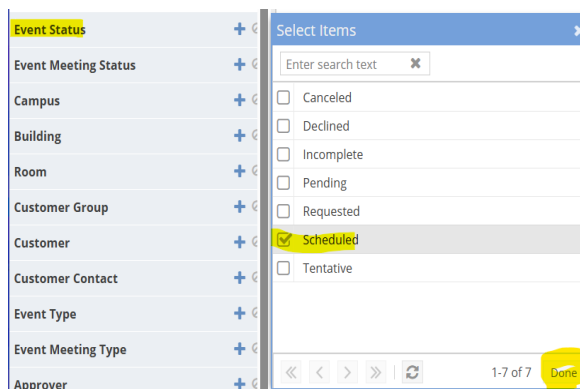
Done

A key function with the filter panel is saving a default filter; e.g., if you are located at the McKinney Campus, you would save McKinney as your default filter. Here are the steps in creating your default filter:

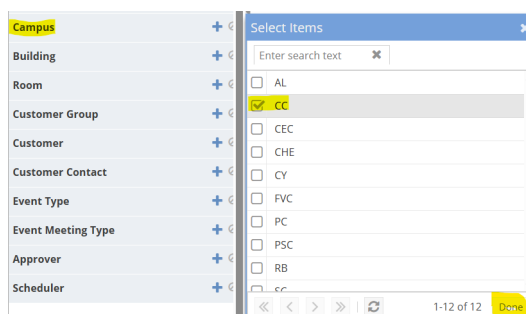
- Click on **Clear All** to remove any filter options previously selected (This ensures you have no dates saved, which allows you to insert different dates at various times).



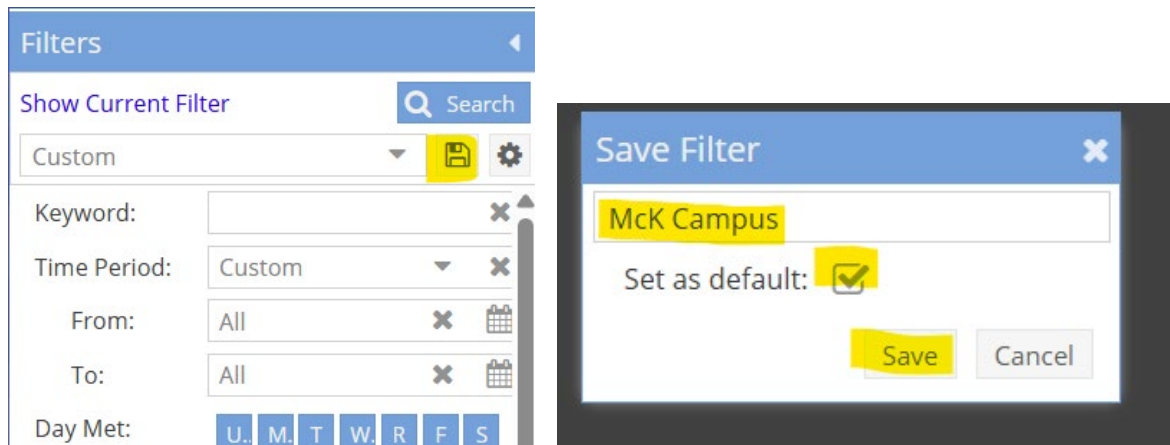
- Select **Scheduled** from the options on **Event Status** and **Scheduled** from **Event Meeting Status** (Make sure you select **Done** after selecting your options).



- Select your **Campus** in the **Campus** options (e.g., if you are at McKinney, select the McKinney Campus for both **Campus** and **Building** (again, make sure you always select **Done** when choosing an option; this saves your choice).



- Click on the **Save** icon below the **Search** button with a magnifying glass, and it will prompt you to name your filter. Place a checkmark in the **Set as Default**, and click **Save**.

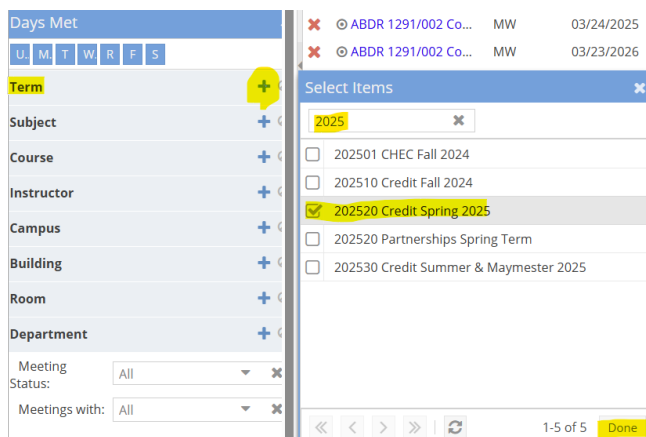


**Do note that with a default filter set, you must clear your filter when looking for events or meetings at other campuses.**

The **Event** and **Section** filters have common functions, except for the filter options. **Event** filters deliver event details, and **Section** filters deliver academic scheduling details (Subjects, Meeting Times and Instructional spaces). The significant difference with the **Section** filters is selecting a **Term**, **Subject**, **Campus** and **Building** for your filter. You also have the option to select a **Course**, **Instructor** or **Room**.

### Section Filters

Follow the same steps above to expand your **Filter** panel. Begin your search by inserting a **Term**. Click on the **+** icon across **Term**, type the year of term you are searching for in the Search box, Click **Done**.



To insert a **Subject**, click the + icon, insert the subject in the **Search** box, and click **Done**.

The screenshot shows the 'Filter' panel on the left with the 'Subject' filter highlighted in yellow. The 'Select Items' modal is open, showing a search box with 'biol' entered and a list of results with 'BIOL' selected. The main panel shows a list of events with columns for status, course ID, days, and dates.

Days Met	U	M	T	W	R	F	S
Term 1							
Subject							
Course							
Instructor							
Campus							
Building							
Room							
Department							
Meeting Status:	All						
Meetings with:	All						

Status	Course	Days	Dates
✗	ABDR 1291/002 Co...	MW	03/24/2025
✗	ABDR 1291/002 Co...	MW	03/23/2026
✗	ABDR 1291/002 Co...	MW	03/23/2026

To insert a **Campus**, click the + icon, insert the campus code (locate a listing of the campus codes on the Ad Astra Event Scheduler homepage), click **Done**.

The screenshot shows the 'Filter' panel on the left with the 'Campus' filter highlighted in yellow. The 'Select Items' modal is open, showing a search box with 'Enter search text' and a list of campus codes with 'CC' selected. The main panel shows the same list of events as the previous screenshot.

Days Met	U	M	T	W	R	F	S
Term 1							
Subject 1							
Course							
Instructor							
Campus							
Building							
Room							
Department							
Meeting Status:	All						
Meetings with:	All						

Status	Course	Days	Dates
✗	ABDR 1291/002 Co...	MW	03/24/2025
✗	ABDR 1291/002 Co...	MW	03/23/2026
✗	ABDR 1291/002 Co...	MW	03/23/2026

Click on the **Search** button at the top to view your results.

The screenshot shows the 'Filter' panel on the left with the 'Search' button highlighted in yellow. The 'Search' button is located at the bottom right of the panel.

Filter
Show Current Filter
Search

Filter		Section List						
Clear All		+ Add a Section						
Custom		Course/Section ^1	Days Met	Start Date	End Date	Start Time	End Time	Room
Keyword:		✖ BIOL 1322/027 Lec...	TR	01/21/2025	05/18/2025	01:00 PM	02:15 PM	CC C221 - GPC - Fixed
Start Date:	All	✖ BIOL 1406/055 Lec...	F	01/21/2025	05/18/2025	06:00 PM	07:45 PM	CC A302 - Science Lab Biology
End Date:	All	✖ BIOL 1406/056 Lab...	S	01/21/2025	05/18/2025	09:00 AM	12:00 PM	CC A302 - Science Lab Biology
Invalid Mtg. Pattern:	All	✖ BIOL 1406/165 Lec...	MWF	01/21/2025	05/18/2025	08:00 AM	08:50 AM	CC B210 - GPC - T/C
Arranged:	All	✖ BIOL 1406/166 Lab...	M	01/21/2025	05/18/2025	10:00 AM	12:50 PM	CC A302 - Science Lab Biology
Is Exam:	All	✖ BIOL 1406/167 Lec...	MWF	01/21/2025	05/18/2025	09:00 AM	09:50 AM	CC B210 - GPC - T/C
<input type="radio"/> View Sections		✖ BIOL 1406/168 Lab...	M	01/21/2025	05/18/2025	01:00 PM	03:50 PM	CC A302 - Science Lab Biology
<input type="radio"/> View Meetings		✖ BIOL 1406/169 Lab...	W	01/21/2025	05/18/2025	09:00 AM	11:50 AM	CC A302 - Science Lab Biology
Days Met		✖ BIOL 1406/171 Lab...	T	01/21/2025	05/18/2025	11:30 AM	02:20 PM	CC A302 - Science Lab Biology
U. M. T W R F S		✖ BIOL 1406/172 Lec...	TR	01/21/2025	05/18/2025	01:00 PM	02:15 PM	CC B210 - GPC - T/C
Term 1	Clear +	✖ BIOL 1406/173 Lab...	R	01/21/2025	05/18/2025	11:30 AM	02:20 PM	CC A302 - Science Lab Biology
Subject 1	Clear +	✖ BIOL 1406/174 Lec...	MW	01/21/2025	05/18/2025	01:00 PM	02:15 PM	CC B210 - GPC - T/C
Course	+ <	✖ BIOL 1406/175 Lec...	TR	01/21/2025	05/18/2025	10:00 AM	11:15 AM	CC B210 - GPC - T/C
Instructor	+ <	✖ BIOL 1406/176 Lab...	T	01/21/2025	05/18/2025	02:30 PM	05:20 PM	CC A302 - Science Lab Biology
Campus 1	Clear + <	✖ BIOL 1406/177 Lec...	TR	01/21/2025	05/18/2025	11:30 AM	12:45 PM	CC C205 - GPC - T/C
		✖ BIOL 1406/178 Lec...	TR	01/21/2025	05/18/2025	08:30 AM	09:45 AM	CC B210 - GPC - T/C
		✖ BIOL 1406/179 Lab...	W	01/21/2025	05/18/2025	12:00 PM	02:50 PM	CC A302 - Science Lab Biology
		✖ BIOL 1406/181 Lab...	T	01/21/2025	05/18/2025	08:30 AM	11:20 AM	CC A302 - Science Lab Biology

To locate an instructor in a specific subject, it is best **not** to have a **Campus** selected. The instructor can have instructor assignments at other campuses. Click the **+** icon across **Instructor** and type the **last name** of the instructor. Select the instructor's name (if an instructor has two listings, it is best to select both).

Days Met  
U. M. T W R F S

Term 1 Clear + <  
Subject 1 Clear + <  
Course + <  
**Instructor** + <  
Campus + <  
Building + <  
Room + <  
Department + <  
Meeting Status: All  
Meetings with: All

Select Items

cravo

<input checked="" type="checkbox"/>	Name	People Id
<input checked="" type="checkbox"/>	Cravo, Roberta	100192109
<input checked="" type="checkbox"/>	Cravo, Roberta	

1-2 of 2 Done

Click on the **Search** button to view your results. If you do not see the Instructor's name, scroll to the right of the screen to locate the Instructor's name. The columns operate like an Excel template; you can drag the Instructor's column to your preference.

Filter		Section List							
Show Current Filter		+ Add a Section							
Custom		Course/Section	Days Met	Start Date	End Date	Start Time	End Time	Instructor	Room
Keyword:		⊗ BIOL 2402/040 Lec...	TR	01/21/2025	05/18/2025	10:30 AM	11:45 AM	Cravo	CC B315 - TBL Classroom
Start Date:	All	⊗ BIOL 2402/039 Lab...	TR	01/21/2025	05/18/2025	08:30 AM	10:20 AM	Cravo	CC A309 - Science Lab AP II
End Date:	All	⊗ BIOL 2401/052 Lec...	MW	01/21/2025	05/18/2025	08:30 AM	09:45 AM	Cravo	CC B313 - GPC - Movable
Invalid Mtg. Pattern:	All	⊗ BIOL 2401/050 Lec...	MW	01/21/2025	05/18/2025	11:00 AM	12:15 PM	Cravo	CC B208 - GPC - Movable
Arranged:	All	⊗ BIOL 2401/056 Lec...	MW	01/21/2025	05/18/2025	02:30 PM	03:45 PM	Cravo	CC B308 - GPC - Movable
Is Exam:	All	⊗ BIOL 2401/061 Lec...	TR	01/21/2025	05/18/2025	01:00 PM	02:15 PM	Cravo	CC B313 - GPC - Movable
<input type="radio"/> View Sections									
<input type="radio"/> View Meetings									

You can save a **Default Filter** using the same steps as with **Events**. There are several filter options to save: By a **Term** or a **Campus**.

### Term Default Filter

Select the **Term**. Click on the **Save** button, type in your Saved Filter name, check the Set as Default, and click **Save**.

Filter

Show Current Filter

Custom

Keyword:

Save Filter

Spring 2025

Set as default: ☒

Save Cancel

### Campus Default Filter

For best results when using a **Campus Default** filter, ensure you do not have a term selected. Click on the **Clear All** at the top of the Filter panel.

Filter

Clear All

Custom

Keyword:

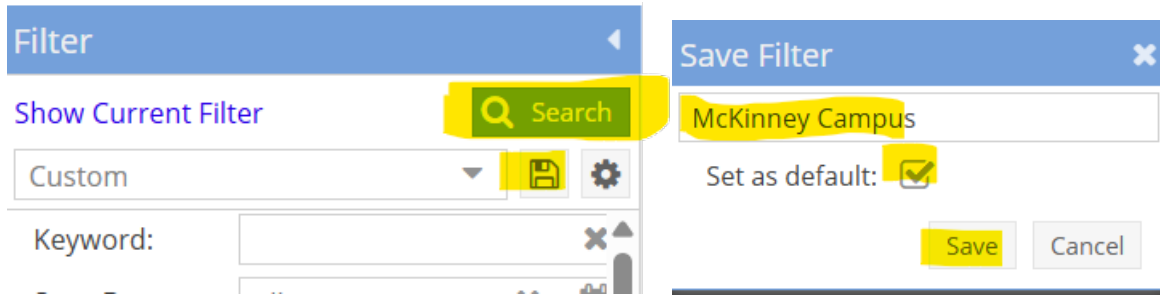
Start Date: All

End Date: All

Invalid Mtg. Pattern: All



Select a **Campus** and follow the exact steps above to **Save** the **Campus Default filter**.



**Important Note on Section Default Filters:** With a Term Default filter, a new Term Default filter must be made at the end of each term.

## Request Forms Quick Reference Guide

### Submitting a Request Form and Cancellations or Rescheduling Instructions

Each campus **Classroom, Computer Lab, and Small Conference Room Request Form** has an easy and uniform process. Outlined are the steps for the request forms:

- 1) Fill in all the required boxes: Meeting Name, Estimated Attendance, Your Name, Your Email, Phone Number, and Event Type.

**Special note on the "Your Name" box:** begin typing your **last name**; if it appears, click on it, and Collin Faculty and Staff will automatically populate in the "Customer" box. If your name does not appear, type "Unlisted" and select the "Unlisted, Unlisted" option that appears. Type your **first and last name** in the "Unlisted Only Field." If your name appeared, **please place NA in the "Unlisted Only Field."**

By default, "Your Email" should appear.

Please do not place your four-digit extension in the "Your Phone Number" box; **instead, put your 10-digit office number.** Use a cell or a department number if you do not have an office number. A complete phone number ensures someone can contact you in case a complication or emergency arises with the room you requested.

- 2) Purpose of Your Event is required: Describe the reasoning behind your meeting and the use of the instructional space or small conference room.
- 3) Select **"Add Meeting"** to select your time/date. If you choose a classroom or computer lab, adding 10 minutes to your start and end time is highly recommended to avoid conflicts with a class's start or end time. Place a **"Max Attendance"** number. The "Max Attendance" number ensures you only see available rooms within the number of seats you requested.
- 4) Select a room by clicking on the **"Assign Rooms"** tab.
  - a. Each Campus Request Form has a filter to the left of the display box. Click on the 'grey down' arrow button to see an option for classrooms, computer labs, or small conference rooms.
  - b. The right side of the dialogue box displays rooms; to place them in numeric order, click on the **Room** box. To view the room's features, hover over the **circled dot** in front of the room number.

- c. Select the room by clicking on the **Assign Rooms** box next to the room you request. Click **OK**.
- 5) Once your request form is submitted, you will receive an email notification from **noreply@aais.com** that states, **"Your event request was successfully received and is being reviewed."**

If the approver needs more information regarding your request or **when your event is approved**, you will receive an email from [notifications@aais.com](mailto:notifications@aais.com).

### Detailed steps for Multiple and Recurring Dates:

Steps to Create Multiple Dates

- 1) When the Create Event window opens, select **Multiple**.

The screenshot shows the 'Create Meeting(s)' window. At the top, there are three radio buttons: 'Single', 'Multiple' (which is selected and circled in red), and 'Recurring'. Below these are two dropdown menus for 'Start Time' (set to 10:30 AM) and 'End Time' (set to 11:00 AM). Under the 'Start Time' dropdown is a calendar for 'June 2025'. The calendar shows days of the week (S, M, T, W, T, F, S) and dates (1-28). The date '11' is highlighted in blue. To the right of the calendar is a blue arrow pointing right. To the right of the calendar is a 'Meetings' section with a blue header and a white body.

Select **Start Time** and **End Time**.

- 2) Click the calendar to select a series of dates and times, e.g., Monday and Wednesday, 9:00 a.m. – 10:00 a.m. and Tuesday and Thursday 1:00 – 2:00 p.m.
- 3) Enter the first group dates/times (Monday and Wednesday 9:00 a.m. – 10:00 a.m.). A dialogue box will prompt you to add a meeting group name. Type a

name similar to your dates/time: AM. Click the **center arrow button** to add your meeting times to the meeting list on the right.

Create Meeting(s)

☐ Single ☒ Multiple ☐ Recurring

Start Time: 8:50 AM End Time: 10:10 AM

Today Clear

June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

\* Meeting Name: Test Ad Astra

\* Max Attendance: 20

Add Meeting Cancel

Enter the next group dates/times (Tuesday and Thursday 1:00 – 2:00 p.m.). Follow the exact instructions above. Click on **Add Meeting**.

Create Meeting(s)

☐ Single ☒ Multiple ☐ Recurring

Start Time: 12:50 PM End Time: 2:10 PM

Today Clear

June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

\* Meeting Name: Test Ad Astra

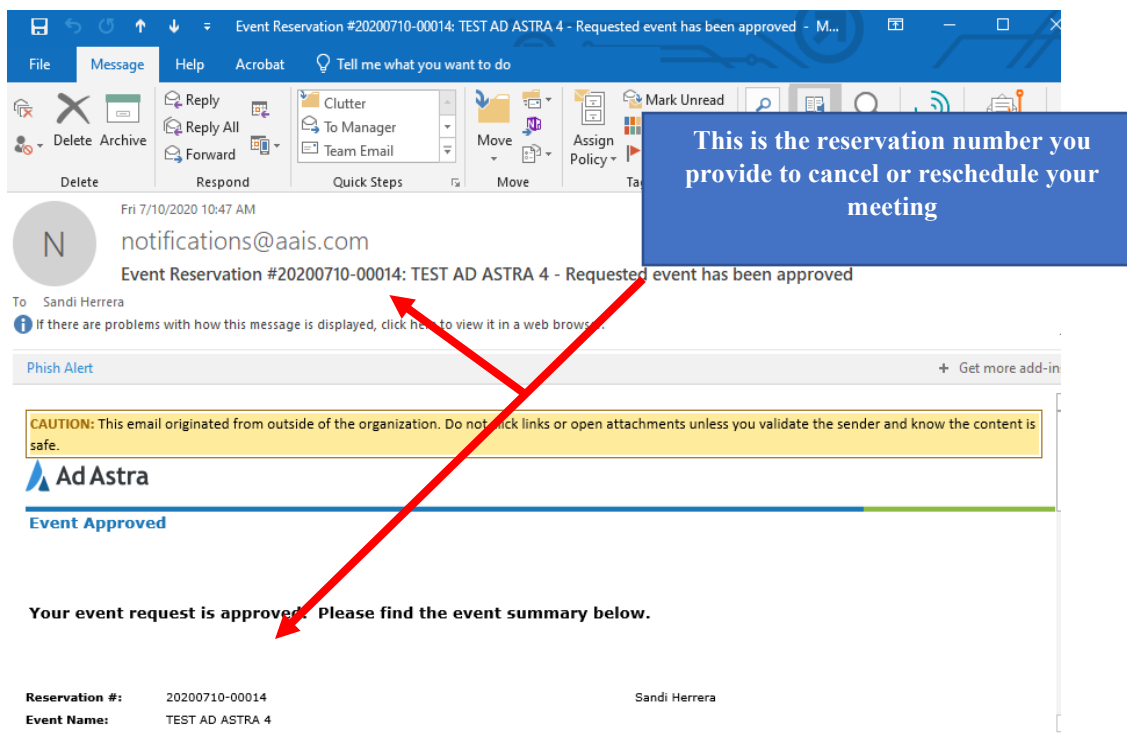
\* Max Attendance: 20

Add Meeting Cancel

- 4) The steps are similar to the ones above. When selecting a room, select the **"Assign Rooms"** tab.

## Cancellations or Reschedules

To cancel or reschedule an event or meeting, you submitted a request form; please email the campus executive assistant ([click here](#) for a list of all campus executive assistants or executive dean assistants). You must provide the **reservation number** for your request or specify **the reservation**: Title of Event, dates, time, and room number.



For any room request requiring Plant Ops or Facilities assistant, please request via [facilitiesmaintenance@collin.edu](mailto:facilitiesmaintenance@collin.edu).