

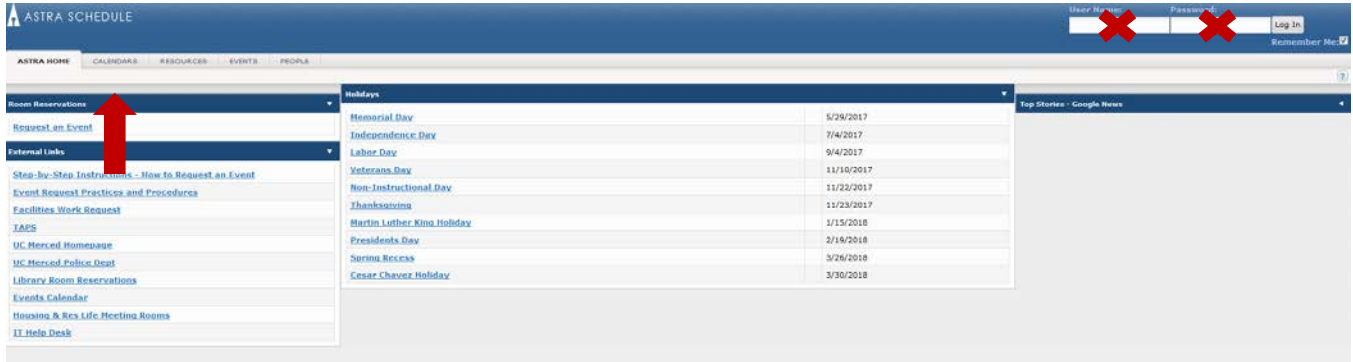
View the Astra Calendar

The Astra calendar can be viewed at the following link:

<https://www.aaiscloud.com/UCAMerced/Portal/GuestPortal.aspx>. For a full listing of UC Merced Event Scheduling Practice and Procedures, please view the following link:

<http://registrar.ucmerced.edu/services/room-reservations>.

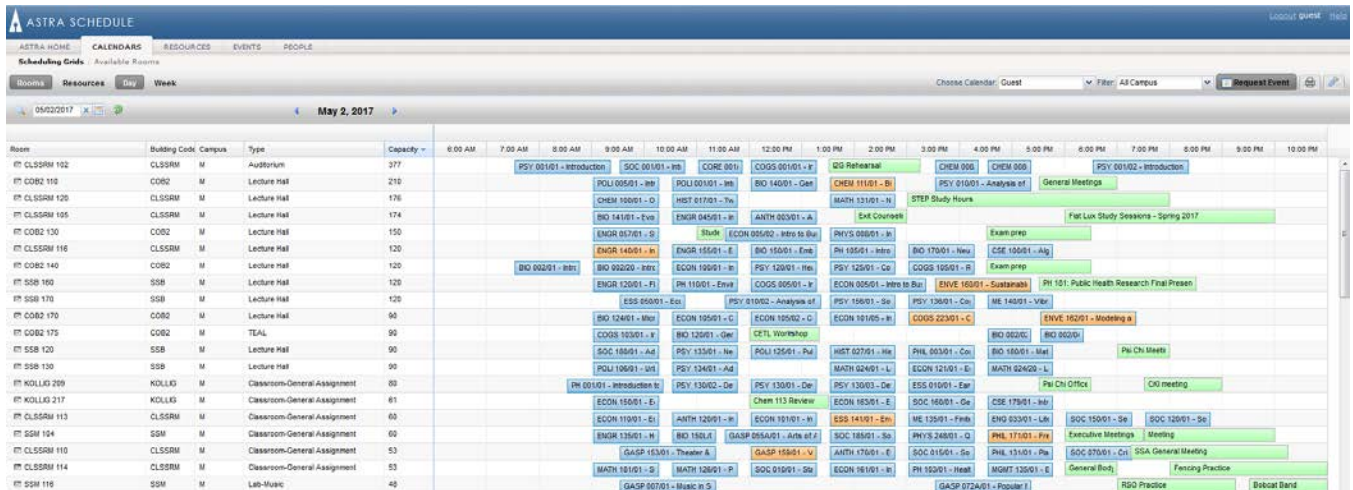
1. Select the "CALENDAR" tab at the top left of the Astra home page (link provided above). Do not input a user name and password.



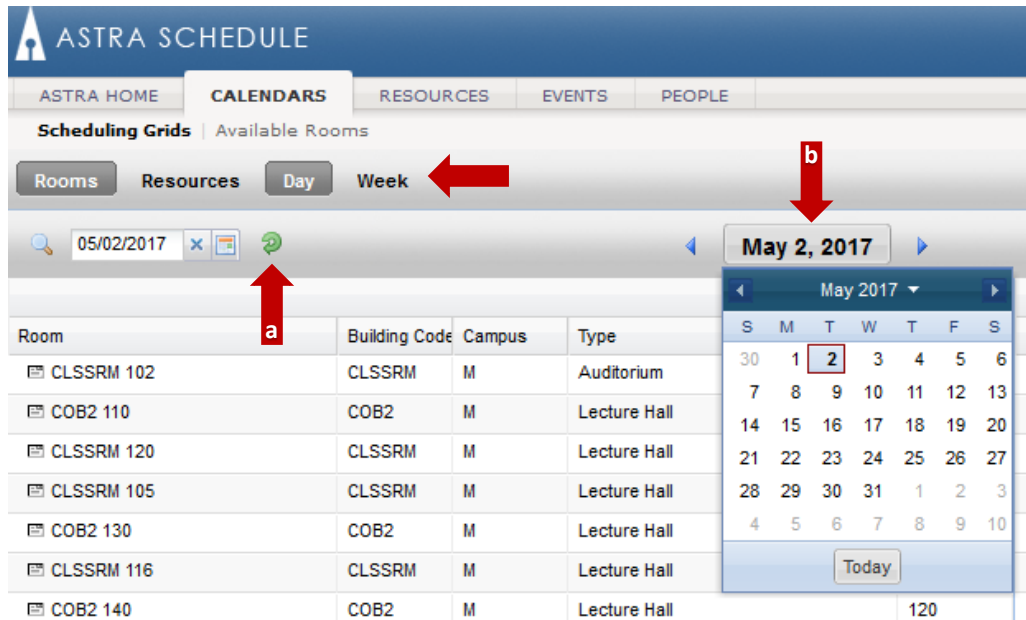
2. Select the "Scheduling Grids" tab.



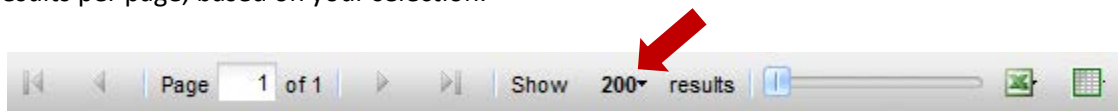
3. The screen that populates will provide an overview of the current day room reservations (see image on next page).
 - a. White – available classroom space
 - b. Blue & Orange – scheduled courses
 - c. Purple – pending events
 - d. Green – scheduled events



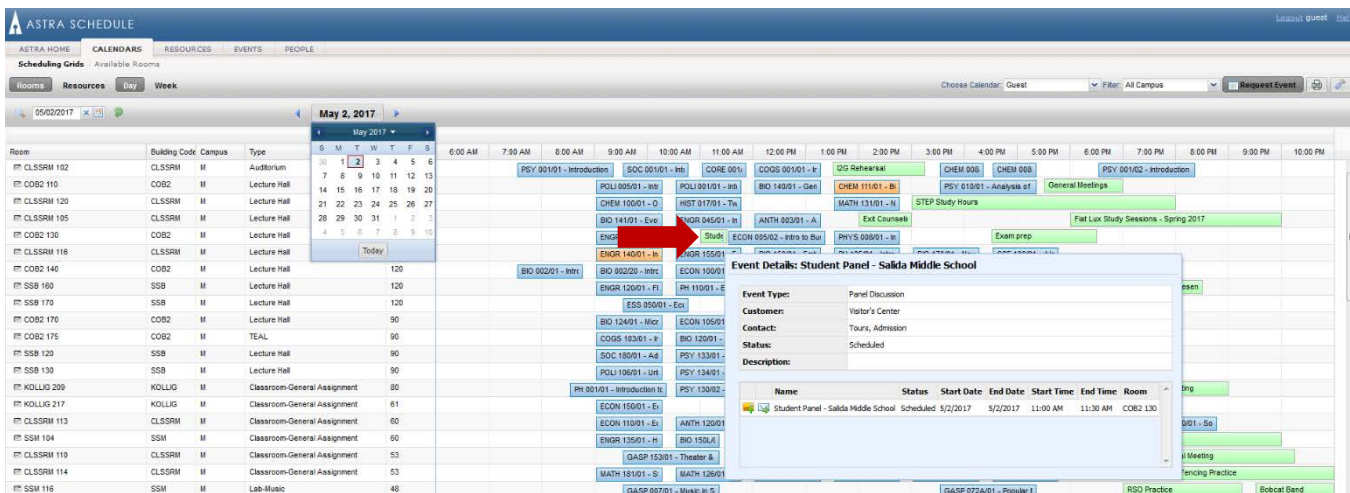
4. Prior to adjusting the date, select the type of view (Day or Week).
 - a. The date can be adjusted by selecting the small calendar icon and selecting the date, or manually typing in the date.
 - i. Please be sure to select the small green arrow each time the date is changed in this manner so Astra can refresh the room list to the accurate date.
 - b. The date can also be adjusted by selecting the current date listed in bold, and a small box will populate below.



5. The bar located in the lower left of the screen allows additional rooms to be viewed; showing 25 – 200 results per page, based on your selection.



6. Additional details of scheduled room reservations can be viewed by placing the cursor over the meeting.



7. When you are ready to request a room reservation, return to the Astra home page and select “Request an Event” in the upper left corner of the screen.