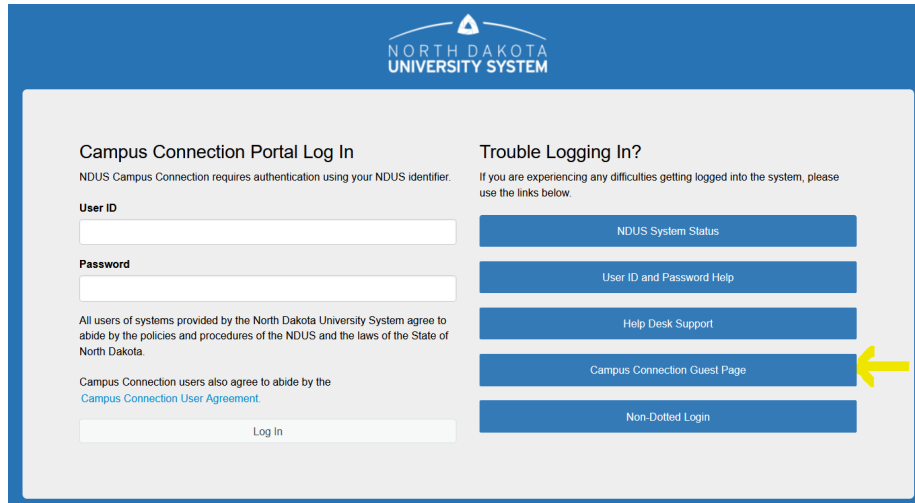


Please use the following instructions to check on availability of a room prior to making a reservation request.

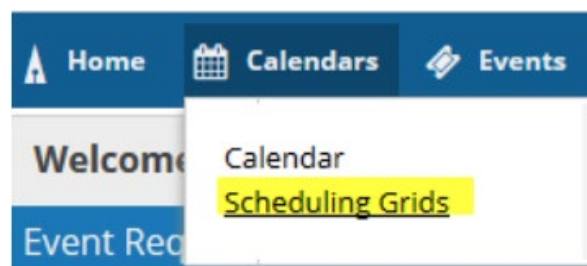
- 1) Click on Campus Connection Guest page from the NDUS login page.



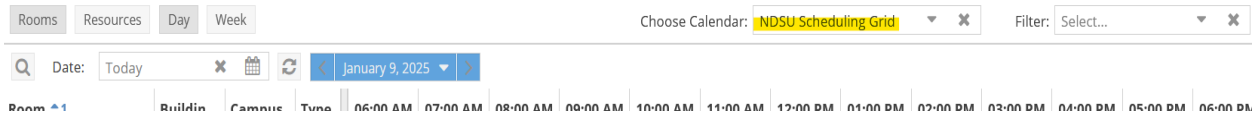
- 2) Click on the AdAstra Room Scheduler tile from the Guest Homepage. You may need to login with your NDUS credentials.



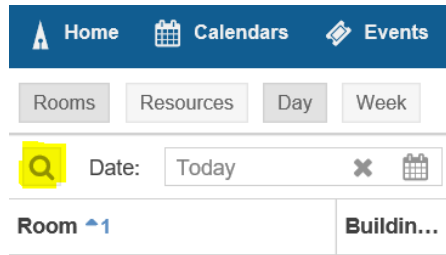
- 3) Click on "Calendars" tab.




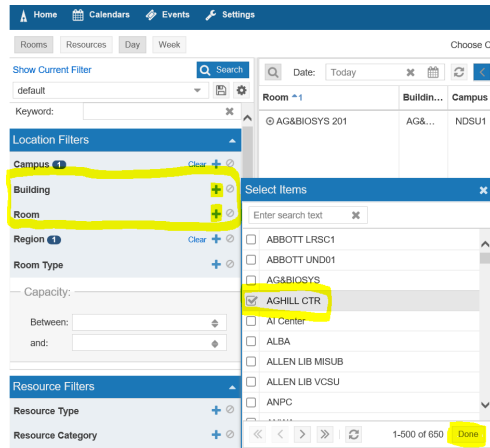
4) Choose Calendar: "NDSU Scheduling Grid".



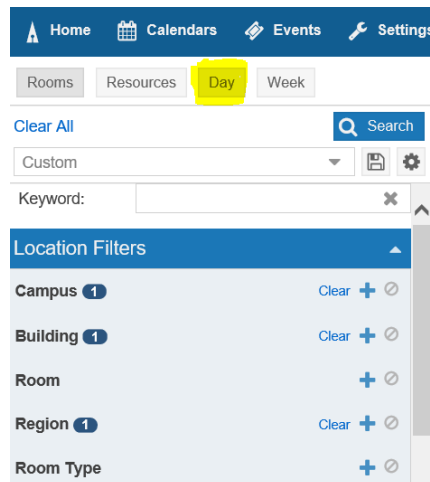
5) Click on magnifying glass for advanced search criteria.



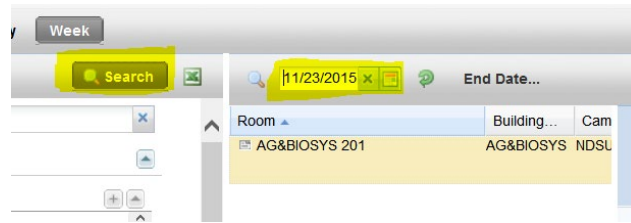
6) Use the  to add building and room you wish to check on. You can select only building to view all rooms or select a specific room to view.



7) Click on "Day".



- 8) Select the date that you would like to search on. Click “Search” once day is selected to bring up that day.



- 9) Hover over a blue square to view details of the class reserved for that time. Blue/orange squares indicate classes and green squares indicate events. For this example, Ag & Biosys 201 is available from 2:00 - 3:00 pm and from 4:00 pm on.

The screenshot shows a calendar interface for November 23, 2015. The calendar grid shows a reservation for 'AG&BIOSYS 201' in a 'Lecture Room' with a capacity of 48. The reservation is shown as a blue square from 2:00 PM to 3:00 PM and an orange square from 4:00 PM onwards. The class is labeled 'MATH'.

Room	Type	Capa	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM
AG&BIOSYS 201	Lecture Room	48			ASM	ENGL	ABEN	ABEN	ASM	ENGL		MATH			

- 10) Go to the Memorial Union Conference and Event Services website to locate the room request form.