



EVENT SCHEDULING

Room Reservation Requests



University of Texas
Grande Valley

Ad Astra

Ad Astra is the scheduling software used by UTRGV to reserve rooms & spaces for all UTRGV events (Academic/Non-Academic).

- Trainings
- Exams
- Meetings
- Festivals

Notes

- Events are not scheduled until academic course scheduling and final exams are complete for the term. Any special circumstances may be reviewed.
- To request rooms for academic courses for the semester, submit an online Class Schedule Change Request (CSCR) form.



Ad Astra

Event Scheduling Requirements

- ❖ Need access to Ad Astra? Login to Ad Astra to create your profile. Then, email scheduling@utrgv.edu so that we may list you under your Customer Group (Department).
- ❖ Submit event requests between the 5-day to 90-day timeframe. Any requests outside this timeframe may be further reviewed, please email scheduling@utrgv.edu.
- ❖ Student employees will not be allowed to submit an event request without an e-mail approval from their supervisor. To grant access, please email scheduling@utrgv.edu.
- ❖ Review rooms for prior approval. Submit the event request after the room approver has approved to use the room. Forward room approval to scheduling@utrgv.edu and include notes under the Description field in the event request.
- ❖ If your event is being Co-Sponsored with an external entity, submit the Joint Sponsorship Application or email conferences@utrgv.edu for questions and/or assistance. Once approved, forward approval to scheduling@utrgv.edu and submit event request (*include notes under the Description field*).
- ❖ If your event will involve minors under the age of 18, please submit the Youth Program request or email youthprogramsprotetction@utrgv.edu for questions and/or assistance. Once approved, forward approval to scheduling@utrgv.edu and submit event request (*include notes under the Description field*).
- ❖ Please add Police Resources to unlock/lock doors to the reservation (*required*).
- ❖ If your event requires custodial services, submit the iService Desk request. It applies to Monday -Thursday after 9:00PM, Friday after 6:00PM, and Saturday and Sunday. This includes cleaning a room, access to building restrooms, and turning on the air conditioning (*A/C is turned off at 6:00PM on Fridays*).
- ❖ Please allow 3-5 business days for your event request to be processed.
- ❖ To cancel or to make changes to an existing reservation, please submit the request via Ad Astra for processing.

Ad Astra Scheduler Contacts

Academic Spaces – Brownsville & Edinburg Campus		Youth Camps – College Access and K12 Partnerships	
Jessica Corona scheduling@utrgv.edu (956) 882-6504		Sarahi Cardoza YouthProgramsProtection@utrgv.edu (956) 665-4003	
Non-Academic/Outdoor Spaces – Edinburg Campus (ECESS Building)		Non-Academic/Outdoor Spaces – Brownsville Campus	
Marisol Cerda marisol.cerda@utrgv.edu (956) 665-2782		Norma Sada norma.sada@utrgv.edu (956) 882-5900	Maria Espinoza maria.c.espinoza@utrgv.edu (956) 882-5865
Community Events		Student Union/Ballroom	
Edna Zambrano edna.zambrano@utrgv.edu (956) 665-3068		Melissa De La Rosa melissa.delarosa@utrgv.edu (956) 882-7991	Massiel Muñoz massiel.munoz@utrgv.edu (956) 665-7985
IT Computer Labs		ESSBL Conference Rooms	
Sarah Towne IT-COMPUTERLABS@utrgv.edu (956) 665-5343 Important: Review notes before sending prior approval request.		Maria "Letty" Vega maria.vega@utrgv.edu (956) 882-7322	Yunuen Gutierrez yunuen.gutierrez01@utrgv.edu (956) 665-2993
School of Medicine			
Edinburg Campus Isabelle Hughes/Ana Cruz isabelle.hughes@utrgv.edu/ana.cruz01@utrgv.edu (956) 296-1655 Edinburg e-mail: somreservations_ec@utrgv.edu		Harlingen Campus Nancy Garcia nancy.garcia01@utrgv.edu (956) 296-2309 Harlingen e-mail: somreservations_hc@utrgv.edu	
Rio Bank Building		Weslaco	
Norma Velazquez norma.velazquez@utrgv.edu (956) 665-2121		Claudia Gutierrez claudia.gutierrez06@utrgv.edu (956) 665-3917	
Library Administration		Health & Human Performance Department	
Alisha Puentes alisha.puentes@utrgv.edu (956) 665-5005/ (956) 665-2755		EHPE2 118 & Track Carlos Ayala carlos.ayala1@utrgv.edu (956) 882-8290 Important: Please complete request required.	
McAllen Biomedical Research Facility			
Aniella Perez aniella.perez01@utrgv.edu (956) 665-5343		Isabel Saldana isabel.saldana01@utrgv.edu	

Prior approvals for certain rooms can be found on the room description details.



Ad Astra

Website: <https://my.utrgv.edu/>

myUTRGV The University of Texas Rio Grande Valley

Lisbeth Logout

Home My Account My Finances My Academics Enrollment Reports Help & Downloads

Hi,

Applications

ASSIST Office 365 Blackboard

V Link Engagement Zone vPrint

iTravel FPT PeopleSoft

Oracle 24/7 vSoftware ePAF

E-Learn Handshake V OneCard

Gartner People Admin My UT Benefits

Zoom Ad Astra Bravo

Ad Astra Quick Link

myUTRGV

Ad Astra Sign-In First Time Users

Sign in with your UTRGV Account

@utrgv.edu

UTRGV Password

Sign In

Can't access your account?

FAFSA Application is now Available. School Code 003599. EARLIER IS BETTER FAFSA.GOV

FAFSA APPLICATION IS NOW AVAILABLE.

Ad Astra Homepage Overview

Home Dashboards **Calendars** Analytics Academics **Events** Reporting Settings jessica.corona01@utrgv.edu ?

Astra User Portal

Quick Navigation Links

Indoor and outdoor in-person events hosted by UTRGV allowed. Catering is no longer required to be "grab-and-go" (pre-packaged). For the latest event guidance, please refer to the [Campus Protocols](#) on the UTRGV Welcome Back website.

[UTRGV Covid-19 Resources](#)

CHECK Available Space (Scheduling Grids)


REQUEST to Reserve:

- [Academic Space \(Classrooms, Labs, Study Rooms\)](#)
- [Non-Academic Space \(Lobby, Meeting & Conference Rooms, Outdoor Spaces\)](#)
- [I.T. Computer Labs](#)

- [Student Union/Ballroom](#)

This Week's Scheduled Events

Create Event

Wellness Committee and Office Staff EMEBL 1.105	07:30 AM - 11:30 PM	Feb 8
Meditation Room EMEBL 1.105	08:00 AM - 11:30 PM	Feb 8
Get Involved Fair BMAIN 2.402	09:00 AM - 03:00 PM	Feb 8
Get Involved Fair BMAIN 2.400	09:00 AM - 03:00 PM	Feb 8
Get Involved Fair BMAIN 1.005	09:00 AM - 03:00 PM	Feb 8
10762840 Weekly Fundraiser	11:00 AM - 03:00 PM	Feb 8
Healthy Mujeres ESTUN 1.300 - East Wall A	11:00 AM - 01:00 PM	Feb 8
 Lunar New Year Celebration EUCTR Ballroom (North & South)	11:00 AM - 02:00 PM	Feb 8
SHARP WORKSHOP ESTUN 2.406 - Sage	11:00 AM - 04:00 PM	Feb 8
Townhall Meeting - Big Major Students		Feb

Scheduling Resources

- [UTRGV Home Page](#)
- [To Submit Changes to an Event](#)
- [To Cancel an Event](#)
- [iService Desk Request Link](#)
- [Edinburg Campus Map with Bldg. Codes](#)
- [Brownsville Campus Map with Bldg. Codes](#)
- [Event Request Manual](#)
- [Event Request Training](#)
- [Scheduling Grid Calendar Manual](#)
- [List of Schedulers and Approvers](#)
- [FAQ](#)
- [Training Videos](#)

Contact Us

Academic Spaces
Jessica Corona
jessica.corona01@utrgv.edu

Community Events
conferences@utrgv.edu
956.992.7991

Event Reservation

Step 1: Check Room Availability - Option 1: Scheduling Grids

Astra User Portal

Quick Navigation Links

CHECK Available Space (Scheduling Grids)

This Week's Scheduled Events

Create Event

New Student Orientation
BSTUN 2.36
07:00 AM - 05:00 PM
Jun 10

Scheduling Resources

UTRGV Home Page
To Submit Changes to an Event
To Cancel an Event

#3: Search

#1: Select date

#2: Apply filters

Rooms Resources Day Week

Search

Date: Today July 27, 2022

Choose Calendar: Campus Events

Filter: Events and Academ

Room #1	Buildin...	Campus	Type	Capacity	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM
ECOBE 110 - 110 - Zoom	ECOBE	ED	110 Classroom	140	No Section Scheduling or Requesting, No Event Scheduling or Requesting										
ECOBE 111 - 111 - ITV/Zoom	ECOBE	ED	110 Classroom	61	PSYC 2301/01 - C BIOL 3301/01 - E ACCT 2302/02R										
ECOBE 113 - 113 - Zoom	ECOBE	ED	110 Classroom	48	No Section Scheduling or Requesting, No Event Scheduling or Requesting										
ECOBE 116 - 116 - Zoom	ECOBE	ED	110 Classroom	82	HIST 1302/01 - U PSYC 2301/02 - C										
ECOBE 118 - 118 - Webcam	ECOBE	ED	110 Classroom	82	Student Media Training										
ECOBE 119 - 119 - Webcam	ECOBE	ED	110 Classroom	38	MARK 4360/01 -										
ECOBE 120G - 120G - Zoom	ECOBE	ED	110 Classroom	50	ACCT 2301/01R ACCT 3322/01R										
ECOBE 121 - 121 - Webcam	ECOBE	ED	110 Classroom	38	No Section Scheduling or Requesting, No Event Scheduling or Requesting										
EEDUC 1.102 - 1.102 - ITV/Zoom	EEDUC	ED	110 Classroom	132	MANE 3337/01 - ELEE 2330/01 - D CMPE 2330/01 -										
EEDUC 1.404 - 1.404 - Prior Approval Required - ITV/Zoom	EEDUC	ED	110 Classroom	31	ELEE 2317/ MANE 3364/01 -										
EEDUC 1.406 - 1.406 - Prior Approval Required - ITV/Zoom	EEDUC	ED	110 Classroom	31	JSTEM summer program										
EEDUC 1.502 - 1.502 - Webcam	EEDUC	ED	110 Classroom	60	JSTEM summer program										
EEDUC 1.530 - 1.530 - Zoom	EEDUC	ED	110 Classroom	48	EDCI 3334/03 - M										
EEDUC 1.534 - 1.534 - Webcam	EEDUC	ED	110 Classroom	40	HIST 3338/01R - ELEE 3331/ CMPE 3331										
EEDUC 2.102 - 2.102 - Zoom	EEDUC	ED	110 Classroom	48	MECE 3336/01 - MECE 3360/01 - COUN 6349/03R - Child & Adolescer										
EEDUC 2.102C - 2.102C - Zoom	EEDUC	ED	110 Classroom	42	EDBE 3324/02E -										
EEDUC 2.222 - 2.222 - Zoom	EEDUC	ED	110 Classroom	31											
EEDUC 2.224 - 2.224 - Webcam	EEDUC	ED	110 Classroom	38											
EEDUC 2.234 - 2.234 - Webcam	EEDUC	ED	110 Classroom	32											
EEDUC 2.502 - 2.502 - Zoom	EEDUC	ED	110 Classroom	47											
EEDUC 2.534 - 2.534 - Zoom	EEDUC	ED	110 Classroom	52											
EEDUC 3.224 - 3.224 - Webcam	EEDUC	ED	110 Classroom	30											
EEDUC 3.226 - 3.226 - Webcam	EEDUC	ED	110 Classroom	29											

Event Reservation

Step 1: Check Room Availability - Option 2: Available Rooms Report

The screenshot displays the Astra User Portal interface for the 'Available Room and Resource Tool'. The main navigation bar includes Home, Dashboards, Calendars, Analytics, Academics, Events, Reporting, and Settings. The 'Available Rooms' menu item is highlighted in the top left.

The main content area is divided into several sections:

- 1. Search Type:** Search For: Leave as is; Purpose of Search: Leave as is.
- 2. Meeting(s):** Includes a '+ Add Meeting(s)' button with a red arrow pointing to the 'Single Date Room Search' dialog.
- 3. Filters:** Includes a 'Filter Options' button with a red arrow pointing to the 'Filter Options Enter preferred filters' dialog.
- 4. Search & Results:** Includes a search input field and a table with columns: Room, Capacity, RoomType, and Quantity. The table currently shows 'No records'.
- 5. Next Steps:** Includes 'Print Results' and 'Create Event' buttons.

Two search dialog boxes are overlaid on the main interface:

- Single Date Room Search:** Features radio buttons for 'Single Meeting' (selected) and 'Recurring Meeting'. Fields include Start Time (9:30 AM), End Time (10:00 AM), Start Date (10/19/2023), and End Date (10/19/2023).
- Recurring Date Room Search:** Features radio buttons for 'Single Meeting' and 'Recurring Meeting' (selected). Fields include Start Time (8:00 AM), End Time (9:15 AM), Recurrence Pattern (Weekly selected), and Start/End dates (01/16/2024 to 05/09/2024). A red arrow points to the date fields with the text 'Select Term Dates'.

The 'Filter Options Enter preferred filters' dialog shows 'Locations Filter Options' with 'Capacity' between two empty fields. It also shows 'Campus' (1 selected) and 'Room Type' (110 Classroom selected).

Event Reservation

Step 2: Review Room/Space Details

The screenshot shows the aaiscloud.com interface. At the top, there's a navigation bar with 'Home', 'Dashboards', 'Calendars', 'Analytics', 'Academics', 'Events', 'Reporting', and 'Settings'. The user is logged in as 'lisbeth.fernandez@utrgv.edu'. Below the navigation bar, there's a search bar and a date selector for 'August 28, 2020'. A calendar grid shows a reservation for 'MATH 3350/011 - Intro to M' in the 11:00 AM slot. A modal window titled 'Room Details: Academic Services Building 1.104 - ITV (Default)' is open, showing a list of features and their quantities. A red arrow points from the 'Room * 1' in the calendar to the modal. Another red arrow points from the 'View Room Details' link in the modal to the 'Room Type' dropdown menu, which is set to '110 Classroom'.

This screenshot shows the 'Room Academic Services Building 1.104 - ITV' form. The form includes fields for 'Room #', 'Room Name', 'Room Type', 'SIS Key', and 'Description'. The 'Room Type' dropdown is set to '110 Classroom'. The 'Description' field contains 'ITV Classroom - Academic Space'. There are also checkboxes for 'May Not Schedule', 'Arranged Section', and 'Do Not Optimize'. A red arrow points from the 'Room Type' dropdown to the 'Room Type' field in the form. Another red arrow points from the 'Room Type' dropdown to the 'Description' field. Below the form, there are sections for 'Configurations' and 'Features'.

IMPORTANT:

- Check if pre-approval is required. If pre-approval is required, contact person listed via email for approval.
- After approval is received, forward approval to scheduling@utrgv.edu.

Event Reservation

Resources: Classroom Technology Equipment Inventory

<https://www.utrgv.edu/it/resources/faculty/classroom-equipment-inventory/index.htm>

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Information Technology

Home About Resources Software Services Training How To Alerts IT Policies

Home / Resources / Faculty / Classroom Technology Equipment Inventory

Classroom Technology Equipment Inventory

Brownsville Edinburg Harlingen McAllen Rio Grande Weslaco

Total labs in Brownsville campus: 100

Campus	Building	Room	View	Capacity	Equipment
Brownsville	BBRHB	1.207	Main View Presenter View	40	Clicker Control Panel Computer Workstation Document Camera Hearing Aid Interactive TV Microphone Projector Touch Monitor Webcam
Brownsville	BBRHB	1.222	Main View Presenter View	100	Control Panel Computer Workstation Document Camera Interactive TV Microphone Projector
Brownsville	BBRHB	2.212	Main View Conference Presenter View	14	Interactive TV

Event Reservation

Step 3: Submit Event Request

The screenshot displays the Astra User Portal interface. The top navigation bar includes Home, Dashboards, Calendars, Analytics, Academics, Events, Reporting, and Settings. The 'Events' menu is expanded, showing 'Request Event' as a sub-option. A red dotted arrow points from 'Request Event' to the 'Event Request Wizard' dialog box. The dialog box contains a dropdown menu for 'Event Request Form' with the following options: 5k Event Request, I.T. Computer Labs Request Form, McAllen Biomedical Research Facility, Summer Camps Request Form, UTRGV Academic Space Event Request (highlighted in red), UTRGV Non-Academic Space Event Requests, UTRGV School of Medicine - Edinburg, and UTRGV School of Medicine - Harlingen. The dialog box also includes a 'Welcome to the Event Request Wizard' message and a page number of 11.

Astra User Portal

Quick Navigation Links

CHECK Available Space (Scheduling Grids)

REQUEST to Reserve:

- Academic Space
- Non-Academic Space
- I.T. Computer Labs
- Student Union/Ballroom

Event Management

- Events
- Request Event
- Notifications

Admin

- Approvals and Notifications
- Custom Fields
- Event Meeting Types
- Event Request Forms
- Event Types
- Holidays and Announcements
- Help

Event Name	Location	Time	Date
2020 MUSE Summer Camp	ELABS 244	07:45 AM - 05:45 PM	Jun 11
2020 MUSE Summer Camp	ELABS 304	07:45 AM - 05:45 PM	Jun 11
2020 Vanguard Camp	EIEAB 2.205	07:45 AM - 05:45 PM	Jun 11
2020 MUSE Summer Camp	ELABS 303	07:45 AM - 05:45 PM	Jun 11

Event Request Wizard

Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

* Event Request Form: Select...

- 5k Event Request
- I.T. Computer Labs Request Form
- McAllen Biomedical Research Facility
- Summer Camps Request Form
- UTRGV Academic Space Event Request
- UTRGV Non-Academic Space Event Requests
- UTRGV School of Medicine - Edinburg
- UTRGV School of Medicine - Harlingen

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UTRGV Academic Space Event Request

UTRGV Academic Space Event Request

This form is for requesting [academic spaces](#) such as classrooms and study rooms on the **Edinburg and **Brownsville** campuses.**

This is for events only. For room changes to courses, please submit a CSCR.

Add PD resources to all reservations to unlock/lock rooms, assign resources after assigning rooms.

For event setups, custodial services, and swipe door access, please submit a request through the iService Desk link with the date, time, and room needed along with the event confirmation number.

NO FOOD OR DRINKS ARE ALLOWED IN THE CLASSROOMS.

For questions, please contact:

UTRGV Registrar Scheduling at scheduling@utrgv.edu

Contact Information

Customer:

UTRGV Office of the Registrar

* Contact Name:

Corona, Jessica

* Contact Email:

jessica.corona01@utrgv.edu

Contact Phone:

On Site Event Contact

On Site Event Contact Phone

If your information does not populate here, please e-mail us at scheduling@utrgv.edu to be added, prior to submitting request.

UTRGV Academic Space Event Request

**Approved Outside Timeframe Requests
(5 day to 90 day)**

Event Information

* Event Name (no acronyms):

Exam Review (Month/Day)

* Event Type:

Academic

Event Description:

Enter Description of your event and list 1 alternative room.
Date, Start and End Time, Room(s).

Event Information

*Event Name:

Event Type:

Select...

Event Description:

Event Estimated Attendance:

**Will food or drink be served?

Select...

Source of food:

**Police Services Needed?

Select...

Academic

Administrative

Student Activity

Student Organization

<< < | Page 1 of 1 | > >> | ↻



Events with Alcohol Being Served

Campus Police presence is REQUIRED

Alcohol Policy

Alcohol Policy: HOP 4.9.1

*Will there be Alcohol at your event?

Police Presence:

If Alcohols served, then campus Police presence is required. Request use of PD Resources

Type and Amount of Alcohol to be used

Method of Alcohol Beverage Dispensing

Designated Alcohol Server(s)

Anyone under the age of 21 attending event?

*Will a fee be collected for attending this event?

UTRGV The University of Texas Rio Grande Valley

Directory myUTRGV

Search...

Services / Service Request Form

University Police

Division of Finance & Administration - Administrative Support Services

Home
Department
Services
Training
Employment
Frequently Asked Questions
Contact Us
Crime Data

Services

- Lost and Found >
- Service Request Form >
- Victim Services >
- CampusShield >

Contact

Service Request Form

The UTRGV University Police welcomes submissions for security services from departments, registered campus and outside organizations. The submission of this form will enable us to assist you in making your event a success. Use this form to make request for Public Safety Officers and Police Officers to work your event.

To ensure a Public Safety Officer or Police Officer scheduling, requests should be made at least ten (10) business days in advance. Requests received less than ten (10) business days in advance of the event may not be filled due to insufficient officer availability which may impact the scheduling of the event.

If a Security Service is requested where no security or police services are requested, but the University Police believes, based on the nature or size of the event, that security or police services are essential to the safety of those attending, the Chief of Police and/or Assistant Chief may make the determination that security and/or police personnel are required. The sponsoring office or organization would be responsible for payment of services.

This request is for Security Service only. If applicable, requestor(s) using facilities and parking will need to make arrangements with the appropriate departments.

Contact Phone Numbers:
 UTRGV Police Directory: (956) 882-7777
 UTRGV Campus Emergency: (956) 882-4911
 Emergency: 911

Edinburg Campus:
 Police Station
 Academic Services Facility Bldg.
 501 N. Sugar Road, Edinburg TX 78539

Brownsville/Harlingen Campus:
 Police Station
 2671 FJRM Ave.
 Brownsville, TX 78520

Email: Police@utrgv.edu

Requestor's Information

Contact Name

Contact Phone Number

Email Address

Sample

Must be submitted at least 10 business days in advance.

For UTRGV Police Request questions Contact:

Contact Phone Numbers:
 UTRGV Police Directory: (956) 882-7777
 UTRGV Campus Emergency: (956) 882-4911
 Emergency: 911

Edinburg Campus:
 Police Station
 Academic Services Facility Bldg.
 501 N. Sugar Road, Edinburg TX 78539

Brownsville/Harlingen Campus:
 Police Station
 2671 FJRM Ave.
 Brownsville, TX 78520

Email: Police@utrgv.edu



UTRGV Academic Space Event Request

Add Meeting: Single Date Selection

Home | Dashboards | Calendars | Analytics | Academics | Events | Reporting | Settings | lisbeth.fernandez@utrgv.edu

Alcohol Policy

Alcohol Policy: HOP 4.9.1
*Will there be Alcohol at your event?
Select...
Police Presence:
If Alcohol is served, then campus Police presence is required.
[Request use of PD Resources](#)
Type and Amount of Alcohol to be used

Method of Alcohol Beverage Dispensing

Designated Alcohol Server(s)

Anyone under the age of 21 attending event?
Select...
*Will a fee be collected for attending this event?
Select...

Event Location

*Add a Meeting:
Add Meeting

No meetings created. [Add Meeting](#)

Submit

Approved Outside Timeframe Requests (5 day to 90 day)

*Future date

NOTE
This information helps the system generate room availability based on what is entered.

Create Meeting(s)

Single Multiple Recurring

Start Time: 2:30 PM End Time: 3:00 PM
Start Date: 06/19/2020 End Date: 06/19/2020

* Meeting Name: Sample - LF
* Meeting Type: Select...
* Max Attendance:

Featured
 Private
 Requires Room

Add Meeting | Cancel

UTRGV Academic Space Event Request

Add Meeting : Multiple Date Selection

#1 Single Multiple Recurring

#2 Start Time: 2:30 PM End Time: 3:00 PM

#3 Today August 2020

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
#3	10	11	12	13	14	15
16	#3	17	18	19	20	21
23	24	25	26	27	28	29
30	31	1	2	3	4	5

#4 Meetings

- ✗ SAMPLE GROUP NAME
- ✗ Mon, 06/22/2020, 02:30 PM to 03:00 PM
- ✗ Tue, 06/23/2020, 02:30 PM to 03:00 PM
- ✗ Wed, 06/24/2020, 02:30 PM to 03:00 PM
- ✗ Mon, 08/17/2020, 02:30 PM to 03:00 PM
- ✗ Tue, 08/18/2020, 02:30 PM to 03:00 PM
- ✗ Wed, 08/19/2020, 02:30 PM to 03:00 PM
- ✗ Thu, 08/20/2020, 02:30 PM to 03:00 PM

#5 Meeting Group Name

Please enter a meeting group name:

Type meeting name

OK Cancel

#6 * Meeting Name: Sample - LF

#6 * Meeting Type: Select...

#7 * Max Attendance:

Featured

Private

#8 Requires Room

Add Meeting Cancel

* Meeting Type: Select...

* Max Attendance: Banquet

- Camp
- Campus Event
- Campus Tour
- Ceremony
- Conference
- Dance
- Exam


Page 1 of 1

UTRGV Academic Space Event Request

Assign Room(s) To Reservation

Event Location


*Add a Meeting:

Add Meeting 

#1: Assigned Rooms

Assign Rooms

Assign Resources

✕  Sample Meeting

✕ Fri, 07/24/2020, 02:30 PM to 03:00 PM

✕ Thu, 07/23/2020, 02:30 PM to 03:00 PM

Submit

#2: Select Campus

Assign Room

Filter

- ED Campus
- ED Campus
- BRW Campus
- Academic Space - Class Labs

Room	Name	Building	Capacity	Room Type	Test
<input type="radio"/> ESTAC 1.112B	1.112B - Webcam	Student Aca...	30	110 Classr...	8/3/2022 Wed 1:30-2:00pm Available
<input type="radio"/> EMAGC 1.414	1.414 - Webcam	Mathematics...	30	110 Classr...	Available
<input type="radio"/> EMAGC 1.418	1.418 - Webcam	Mathematics...	30	110 Classr...	Selected
<input type="radio"/> EMAGC 1.208	1.208 - Webcam	Mathematics...	30	110 Classr...	Unavailable
<input type="radio"/> EIEAB 1.207	1.207 - Webcam	Interdisciplin...	30	110 Classr...	Unavailable
<input type="radio"/> ESWOT 1.406	1.406 - Zoom	Social Work ...	30	110 Classr...	Unavailable
<input type="radio"/> ELABS 341	341 - ITV/Zoom	Liberal Arts ...	30	110 Classr...	Available
<input type="radio"/> ESCNE 1.603	1.603 - Zoom	Science Build...	30	110 Classr...	Unavailable
<input type="radio"/> ESWOT 1.403	1.403 - ITV/Zoom	Social Work ...	30	110 Classr...	Available
<input type="radio"/> ESTAC 1.112A	1.112A - Webcam	Student Aca...	30	110 Classr...	Available
<input type="radio"/> EMAGC 1.320	1.320 - Zoom	Mathematics...	30	110 Classr...	Unavailable
<input type="radio"/> EMAGC 1.324	1.324 - Webcam	Mathematics...	30	110 Classr...	Available
<input type="radio"/> ESTAC 1.112C	1.112C - Webcam	Student Aca...	30	110 Classr...	Available

#3: Select Room(s)

#4: Click OK

OK

Cancel

UTRGV Academic Space Event Request

Assign Police Resources To Unlock/Lock Doors

Event Location

*Add a Meeting:

Add Meeting !

Assign Rooms **Assign Resources**

✗ Sample Meeting

✗ Fri, 07/24/2020, 02:30 PM to 03:00 PM

Add Resource

Filter

Show Current Filter Search

Custom

Resources

Resource Type + ⊕

Resource Category + ⊕

Resource Group + ⊕

Resource 2 Clear + ⊕

Police - Lock Door ✗

Police - Unlock Door ✗

Resources	Qty	- Sample - LF 7/23/2020-7/24/2020 RF 2:30-3:00pm
Police - Loc...	1000	Selected 1 of 9...
Police - Unl...	1000	985 Available

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OK Cancel

#2 : Select PD Resources

#1: Assign Resources

#3: Type the number 1 in each row & column needed. Must be green.

#4

For questions on Building/Room Doors Contact:

Keyed Doors

UTRGV Police Communication
University Police
956-882-7777 → #2
police@utrgv.edu



Electronic Keys

Miguel Rivera
Security Systems Administrator
University Police
956-665-3647
miguel.rivera@utrgv.edu

Alexander Lopez
Security Systems Technician
University Police
alexander.lopez@utrgv.edu

UTRGV Academic Space Event Request

Review & Submit

Event Location

*Add a Meeting:

Add Meeting

Assign Rooms

Assign Resources

- ✘ Sample Meeting
- ✘ Sample Meeting - Fri, 07/24/2020, 02:30 PM to 03:00 PM, Education Complex 1.534
- ✘ Sample Meeting - Thu, 07/23/2020, 02:30 PM to 03:00 PM, Education Complex 1.534
- ✘ Sample Meeting - Thu, 07/23/2020, 02:30 PM to 03:00 PM, Education Complex 2.224
- ✘ Sample Meeting - Fri, 07/24/2020, 02:30 PM to 03:00 PM, Education Complex 2.224

Submit

UTRGV Academic Space Event Request

You will receive an **Event Request Received** email. Your reservation is not confirmed until you receive the final confirmation approval (sample on next slide).

Ad Astra

Event Request Received 10/6/2020
2:14PM

Thank you! Your event request was successfully received and is being reviewed. You will receive an email response when further action is taken, or if more information is required.

<u>Event Name</u>	<u>Description</u>
TEST - New Text	

Request Summary:

=====
Contact Information
=====

Customer: UTRGV Office of the Registrar
Contact: Fernandez, Lisbeth
Email: lisbeth.fernandez@utrgv.edu
Phone:

Event Name: TEST - New Text
Event Type: Academic
Event Description:
Is this event being co-sponsored with an external entity? No

Estimated Attendance: 2
Does your event/program involve minors under the age of 18? No

Will food or drink be served? No

Police Services Needed to Unlock Room? If yes, assign resource. Yes

Will there be Alcohol at your event? No

Sample

UTRGV Academic Space Event Request

After reservation has been processed and APPROVED you will receive a system notification email with your **Notification of Event Summary - Approved**

Event Summary: 24- hr Access to BBRHB Rooms (Mentor: Dr. Michael Lehker) 2020 (Res # 20200618-00001)

From: srv_adastra@utrgv.edu
To: Lisbeth Fernandez

Attachments: Notification of Event Summary_2020-06-18-08_46_30.pdf (39 KB)

Thu 6/18/2020 8:47 AM

Reply Reply All Forward



Event Summary

Comment:

Please retain a copy of this confirmation with you the day of the event. If you encounter any issues or if door is locked, please contact PD at 956-882-7777 and select option #3 (Emergency Unlocks).

Event Information:

Customer/Contact Information:

Reservation #:	20200908-00002	Customer Name:	Ana Lara
Event Name:	Workshop Brownsville - Not attempted exam	Customer Email:	ana.lara@utrgv.edu
Event Type:	Academic	Customer Department:	UTRGV Department: Educator Preparation & Accountability (CEP)
Date:	9/16/20 - 9/16/20		
Status:	Scheduled		
Est. Attendance:	14		

Event Notes:

Meeting Name	Date(s)	Time	Meeting Status	Building	Room	Room Status
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Scheduled

Workshop Brownsville - Not attempted exam	9/16/20 - 9/16/20	8:00AM - 4:00PM	Scheduled	BINAB	1.219	Scheduled
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Resource Name	Resource Type	Qty.	Resource Date	Resource Time	Resource Status
Police - Unlock Door	Service	1	09/16/20	8:00AM - 4:00PM	Scheduled
Police - Lock Door	Service	1	09/16/20	8:00AM - 4:00PM	Scheduled

Sample

Please retain a copy of this confirmation with you the day of the event. If you encounter any issues or if door is locked, please contact PD at 956-882-7777 and select option #3 (Emergency Unlocks).

This is what PD looks for when unlocking & locking doors.



To Add Custodial Services to Event



Applies:

- Monday – Thursday after 9pm
- Friday after 6pm
- Saturday & Sunday

This includes:

- Cleaning a Room
- Access to Building Restrooms
- Air Conditioning On
(A/C is turned off at 6pm on Fridays)

Astra User Portal

Quick Navigation Links

In order to mitigate the potential spread of COVID-19 on campus, specific policies must be followed in the scheduling of all campus events.

Indoor and Outdoor in-person events on all UTRGV campuses continue to be cancelled through the month of September. The Event Task Force will continue to monitor the Covid-19 situation and provide updates when available.

[CHECK Available Space \(Scheduling Grids\)](#)

REQUEST to Reserve:

- Academic Space
- Non-Academic Space
- I.T. Computer Labs

This Week's Scheduled Events

Event Name	Location	Time	Date
SET UP-Early Voting	EUCTR Cenizo Room	07:00 AM - 10:00 PM	Oct 9
SET UP-Early Voting	EUCTR Bronco Room	07:00 AM - 10:00 PM	Oct 9
SET UP-Early Voting	EUCTR Ballroom (North & South)	07:00 AM - 10:00 PM	Oct 9
Student Media Productions	ELIBR Sliding doors	09:00 AM - 05:00 PM	Oct 9
SET UP-Early Voting	EUCTR Cenizo Room		
SET UP-Early Voting	EUCTR Ballroom (North & South)		
SET UP-Early Voting	EUCTR Bronco Room		
VIDEO EDITING	ELABS 140		
SET UP-Early Voting			

Scheduling Resources

- UTRGV Home Page
- To Submit Changes to an Event
- To Cancel an Event
- [iService Desk Request Link](#)
- Edinburg Campus Map with Bldg. Codes
- Brownsville Campus Map with Bldg. Codes
- Event Request Manual

TMA SYSTEMS

University of Texas-Rio Grande Valley

TMA iServiceDesk

Welcome to UTRGV's TMA iServiceDesk

Site Menu

- Home
- [Work Request](#)
[Submit a Request](#)
Query Request
- [Work Order](#)
Query a Work Order
- Other Options**
Please select from list
- Search by Number**
Work Order

About TMA iServiceDesk v6.3.7

UTRGV Campus Facilities Operations TMA iServiceDesk

Click 'Submit a Request' on the left menu to submit a service call to Campus Facilities Operations Central Scheduling.

Your service call will be routed to the appropriate location, Edinburg or Brownsville, depending on the service call location.

TMA iServiceDesk (iSD) is used by UTRGV faculty/staff/students to submit service calls, such as preventive maintenance, building/system repairs, replacement of light bulbs, leaky faucets, clogged drains/toilets/urinals/sinks, etc. to Central Scheduling.



Housekeeping Services for an Event



Applies:

- Monday – Thursday after 9pm
- Friday after 6pm
- Saturday & Sunday

This includes:

- Cleaning a Room
- Access to Building Restrooms
- Air Conditioning On
(A/C is turned off at 6pm on Fridays)

TMASYSTEMS University of Texas-Rio Grande Valley

Submit your Request

Submit your Request

Repair Center:

Facility:

Building:

Area:

Name:

Phone #:

E-mail Address:

***If project, please enter account # below and attach signed SMRF form to request**

Account #:

Tag Type*:

***If equipment, please select and enter tag # below**

Tag #:

Department:

Request:

Add Attachment: No file chosen

Fill in all fields required

If your request pertains to an equipment, please select Equipment as Tag Type and for Tag # enter in the exact equipment number, which can be found by clicking Equipment under Other Options located on the left navigation menu.

If this is an emergency, please contact (956)665-2748 for Edinburg or (956)882-5900 for Brownsville

Recommended - Attach Reservation Confirmation

Ad Astra

Event Approved 10/6/2020 2:29PM

Your event request is approved. The event summary is below. Please retain a copy of this confirmation with you the day of the event. If you encounter any issues or if door is locked, please contact PD at 956-882-7777 and select option #3 (Emergency Unlocks).

Event Information:

Reservation #: 20201006-00004
Event Name: TEST - New Test
Event Type: Academic
Date: 10/13/20 - 10/13/20
Status: Scheduled
Est. Attendance: 2

Customer/Contact Information:

Lisbeth Fernandez
lisbeth.fernandez@utrgv.edu
UTRGV Office of the Registrar

Event Notes:

Meeting Name	Date(s)	Time	Meeting Status	Building	Room Name	Room Status
TEST - New Test	10/13/20 - 10/13/20	8:00AM - 11:00AM	Scheduled	EISAB	Student Meeting	Scheduled

Resource Name	Resource Type	Qty	Resource Date	Resource Time	Resource Status
Police - Unlock Door	Service	1	10/13/20	8:00AM - 11:00AM	Scheduled
Police - Lock Door	Service	1	10/13/20	8:00AM - 11:00AM	Scheduled

To Review Your Events

Access all reservations you've submitted

The screenshot shows the Astra User Portal interface. The top navigation bar includes Home, Dashboards, Calendars, Analytics, Academics, **#1** Events, Reporting, and Settings. The user's email address, llsbeth.fernandez@utrgv.edu, is visible in the top right corner.

On the left side, under "Quick Navigation Links", there is a section titled "CHECK Available Space (Scheduling Grids)" with a "REQUEST to Reserve:" button for "Academic Space".

The main content area shows a list of events. A red dashed box highlights the "Events" menu item in the top navigation bar, labeled **#2**. A red arrow points from this menu item to the "Event Management" dropdown menu. In this menu, the "Events" option is highlighted with a red box, labeled **#3**. A red arrow points from this option to the "My Events" checkbox in the "Filters" section on the right, which is also highlighted with a red box, labeled **#4**.

The "Filters" section on the right includes a search bar, a "Show Current Filter" button, and various filter options: Keyword, Time Period, From, To, Day Met, Is Private, Is Featured, and My Events (checked). Below the filters is a list of event details including Event Status, Event Meeting Status, Campus, Building, Room, Customer Group, Customer, Customer Contact, Event Type, Event Meeting Type, Approver, and Scheduler.

To Cancel or Edit an Event Request

The screenshot displays the Astra User Portal interface. At the top, a navigation bar includes links for Home, Dashboards, Calendars, Analytics, Academics, Events, Reporting, and Settings. The user's email, lisbeth.fernandez@utrgv.edu, is visible in the top right corner.

The main content area is divided into three sections:

- Quick Navigation Links:** Contains a COVID-19 notice and a button labeled "CHECK Available Space (Scheduling Grids)". Below this is a section titled "REQUEST to Reserve:".
- This Week's Scheduled Events:** A table listing events with columns for event name, location, time, and date. A "Create Event" button is at the top left of this section. The events listed are:

Event Name	Location	Time	Date
Student Media Productions	ELIBR Sliding doors	09:00 AM - 05:00 PM	Oct 7
SET UP-Early Voting	EUCTR Bronc Room	07:00 AM - 10:00 PM	Oct 9
SET UP-Early Voting	EUCTR Ballroom (North & South)	07:00 AM - 10:00 PM	Oct 9
SET UP-Early Voting	EUCTR Cenizo Room	07:00 AM - 10:00 PM	Oct 9
Student Media Productions	ELIBR Sliding doors	09:00 AM - 05:00 PM	Oct 9
SET UP-Early Voting	EUCTR Cenizo Room	07:00 AM - 10:00 PM	Oct 10
- Scheduling Resources:** A list of links including "UTRGV Home Page", "To Submit Changes to an Event" (highlighted with a pink box), "To Cancel an Event" (highlighted with a red box), "iService Desk Request Link", "Edinburg Campus Map with Bldg. Codes", "Brownsville Campus Map with Bldg. Codes", "Event Request Manual", "Event Request Training Presentation", "Scheduling Grid Calendar Manual", "List of Schedulers and Approvers", and "FAQ".

For Academic Event Scheduling questions, please contact
our Office of the Registrar Scheduling Team at
scheduling@utrgv.edu



Leave positive recognition for UTRGV employees who demonstrate
outstanding qualities & values using the [Bravo Vaqueros](#) link provided
within your <https://my.utrgv.edu> account.

