AD ASTRA INFORMATION SYSTEMS

ABOUT AD ASTRA

THE HONORS COLLEGE
UNIVERSITY OF HOUSTON
 ABOUT AD ASTRA INFORMATION SYSTEMS

Ad Astra is a web-based system for academic and event room scheduling at UHS, accessible to all students and employees.

Why is the Honors College using Ad Astra?

Ad Astra is a tool mandated for use by all University Honors College employees. Its primary function is to streamline the process of reserving rooms for events. By utilizing Ad Astra, we ensure that both University administration and the Office of the Registrar are aware of room availability, facilitating efficient scheduling and coordination.

Who should I contact if I am experiencing issues?

If you encounter any difficulties or have questions regarding your event, feel free to contact the Honors College Event Staff at honevent@cougarnet.uh.edu. Typically, our team responds to inquiries within two business days. For urgent matters requiring immediate attention, you can directly reach out to Miguel Lopez, Director of Honors Relations, at mlopez78@uh.edu.
There are two ways to log in to Ad Astra.
CALENDAR VIEWS

There are two ways to view calendars in Ad Astra: Calendar and Scheduling Grids. To access these views, click on Calendars at the top left hand corner of the screen.

NOTE: Depending on your access level, you may not have all the fields indicated in the photo above. This will not impact your ability to view Calendar and Scheduling Grids.
The Calendar view is a great way to get a snapshot of all the events in the Honors College.
Because the entire UHS uses Ad Astra, the view might show all system-wide events. To narrow your search to include only Honors College events, click on Choose Calendar and select UH Honors College.

Choose Calendar is located on the top right side of the screen.
Once you have selected UH Honors College, you will be able to see . . . In the top left, you can choose to view events by List, Day, Week or Month. Additionally, you can type the name of an event in the Calendar Search box.
CALENDAR VIEWS - Scheduling Grids

The *Scheduling Grids* view is a great way to see . . . Unlike the Calendar view, Scheduling Grids allows you to see events on a graph by time.
CALENDAR VIEWS - Scheduling Grids

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*Choose Calendar* is located on the top right side of the screen.

Select *UH Honors College*
CALENDAR VIEWS - Scheduling Grids

Your screen should look something like this . . .
CALENDAR VIEWS - Scheduling Grids

Honors College spaces should appear on the left side of the screen. To view room schedules, simply click on the room you would like to view.

For instance, if I wanted to view availability in the Estess Library, I would just click that tile. Like the Calendar view, you can choose whether to see spaces in day or week view.
AD ASTRA INFORMATION SYSTEMS
REQUESTING A ROOM

HONORS EVENTS STAFF
UH HONORS COLLEGE
REQUESTING A ROOM

Everyone must submit a room reservation form to request Honors spaces. There are two ways to access the room request form: clicking *Submit Request* or logging into *UH Ad Astra* and going to Events > Request Event > Honors Room Request.
ROOM REQUEST FORM

There are three parts to the Room Request Form: **Contact Information, Event Information and Meeting Information.**

**Contact Information**
Includes details such as name, email, phone and honors affiliation.

**Event Information**
Includes details such as event description, set up information and AV needs.

**Meeting Information**
This is where you select the space you would like for your meeting/event.
Once you have added all Contact and Event Information, it’s time to add your meeting/event info. To do that, click *Add Meeting*.
The Create Meeting(s) screen will appear. You have the option to add a **Single**, **Multiple** or **Reoccurring** meetings. Include the name of your event and expected attendance.
After adding a meeting, you have the ability to select your venue! Click on Request Rooms.
Scroll through and select your preferred room. If needed, you can select multiple rooms.
ROOM REQUEST FORM - Meeting Information

Note your event Date, Time and Venue! In this example, I had selected two rooms. Click **SUBMIT**.
REQUESTING A ROOM - SUBMISSION

Once you have submitted your request, you will receive an email from noreply@aais.com with your event request details. Allow 24-48 business hours for your request to be processed. After 48 business hours, if you have not received confirmation of your request, please email honevent@cougar.net.uh.edu with a copy of your event reservation request details form.

How will I know if my request was approved/denied?
You will receive an email from notifications@aais.com letting you know if your event was approved/denied. If it was denied, there will be a reason included.

I chose the wrong date/time. Can I just email you?
Unfortunately, we require all changes or resubmissions to go through the formal process. You'll need to fill out and submit a new form to ensure accuracy and proper tracking of your request.