Millersville University
is receiving an upgrade for
the Astra scheduling software on
Monday, July 22, 2019
starting at 4:00 PM.

On the next two pages is information regarding:

- Employees who are schedulers and approvers for the Astra software.

- Students, faculty and staff that request locations for events.

- The status of scheduling event locations on campus.

- The University events calendar.

- **University staff** who utilize the software to directly schedule or approve space on campus will be notified through email regarding the changes that are relevant to their procedures.

- **Students, Staff or Faculty that** have previously requested space or anyone who may be new to requesting space for events on campus will be able to view a short "how to request a location" power point that will be made available on Ville daily on Monday 7/22/2019. This short synopsis will also be available on the newly created Astra webpage which will be accessible through the University event calendar.

- **Most locations on campus** where events can be scheduled are reserved through the Astra scheduling software. There will be an increased effort to include locations currently not available through Astra to be added to the event request process.

- **There will be a few University Event Locations**, due to software functionality variations, that can not be reserved thought the Astra scheduling software. The process for reserving these spaces will also be included on the Astra homepage as well as who to contact for problems with your room requested through the Astra software.

- **University Event Calendar** - A temporary "quick access" link with a form will be made available by early August on the new Astra Homepage, that is available to staff or students that are concerned about an event that has been previously scheduled on campus for consideration of being included on the University Web Events Calendar. Instructions on how to add information to newly scheduled events will be included in the new updgrade.