Welcome to Astra
How to Access Astra

• Astra is now on the Cloud and has a new link:

  • [https://www.aaiscloud.com/MedicalUSC](https://www.aaiscloud.com/MedicalUSC)
Astra Home

You do not need to login to Astra

Click on the Calendars Link in yellow
Once you click on the Calendar link you will see the following:
Make sure you set the number at the bottom to 200 so you can see all rooms. Also make sure at the top right, you see Daily Grid.
Room View

- You can now see all rooms available to schedule.
- The far right icon will show you a picture of the room. The pictures did not transfer over so we are having to redo these and should have up within the month.
- You can also see seating capacity under the capacity column.
Requesting a Room

Click on the Request Event button at the top right of the page.
This will take you to the Event Request Form.
Click the down arrow to select your Form.
Form #1 is for Library Portico, Horseshoe, etc.
Form #2 is for all other spaces.
Form #2 was selected for this presentation

You must complete this form in its entirety
Once you start completing the form

You will need to select a single meeting or recurring request. Complete times, days of week and for recurring, a start and end date. Once this is completed, click the create button.

Once you click the Create button, your meeting info will show on the right as highlighted. You will need to click the button to the far right of your event and then click the Request Rooms button.
Now you will see this screen. You may want to filter to a certain building or room. Available rooms are shown in white and unavailable rooms will be in red and cannot be requested.
Once you select your room

It will take you back to this screen and show your room in this box.
Finishing Your Request

Now make sure you complete the rest of the form in yellow.
Submitting your Request

You can now click on the submit request button
Once you click submit, you will receive this message. This message does not mean your event has been confirmed, only that we have received your request. Once your request has been processed, you will receive notification of confirmation or denial.
To cancel a Request

To cancel a request (one that is in process or one that has already been confirmed, send an email to Susan Johnson at johnsoss@musc.edu

If possible send pdf confirmation in email asking that it be canceled or put in email meeting details so that it can be canceled. We cannot cancel events from the confirmation number and will need event details to cancel.
Still have questions?

You can email questions to the Astra team at astratech75@musc.edu