

For Molloy College Employees Only

Instructions for Submitting a Room Request for a Classroom

- Click **Sign in** at the top right corner of Molloy's Ad Astra homepage (<https://www.aaiscloud.com/MolloyC>). Sign in using the first part of your Molloy email address (excluding @molloy.edu) and the password you use to log into the Molloy network.
- Click the **Events** link at the top of the page, and then click **Request an Event**.
- A drop-down menu showing several options will appear. For all classrooms on the main campus, including H239, H240 and H339, and for classrooms at 30 Hempstead Avenue or the Suffolk Center, you must select the **Classroom Space Request Form** and then click **Next**.
- Read the information at the top of the form.
- Fill in all of the required fields.
- Click the **Add a Meeting** button to enter the meeting details.
- Choose **Single**, **Multiple**, or **Recurring**:
 - Choose **Single** for an event/meeting that takes place within one day for a single block of time.
 - Choose **Multiple** if the event includes more than one meeting on different days and/or at different times, without a regular recurring pattern.
 - Choose **Recurring** if the event recurs on a regular basis (e.g. every Tuesday and Thursday from 12:30 – 1:30 p.m. within a range of dates).
- Add the rest of the meeting details:
 - **Time**
 - **Date**
 - **Meeting Name**
 - **Maximum Attendance**
 - Please note: For Multiple meetings only, once you've selected your dates from the calendar, you must click on the arrow button to the right of the calendar. The times and dates selected will then appear in the box to the right. If the meetings on different dates occur at different times, you will have to adjust the times for each date you choose and hit the arrow after each one. Otherwise, each meeting will be scheduled at the same time of day.
 - Click **Add Meeting** once you've added all of the details.
- You are not required to choose a classroom, but can instead let the approver assign the room based on the type of meeting/event and the expected attendance. However, if you'd like, you can request a particular room by clicking the **Request Rooms** button, selecting a room from the available options, and clicking **Done**. (If the room you're looking for doesn't appear, it may be unavailable or too small for the number of attendees that you entered.) We can approve the request more efficiently if you select the room yourself.
- Fill in the optional fields with any details you think the approver should know.
- Hit the **Submit** button at the bottom of the form. Within minutes, you should receive an automatically-generated email from Ad Astra saying that your request was received.
- Wait for the email indicating whether the scheduler has approved or declined your request. You will receive an email either way. Please note that some requests may be left pending for an extended period of time depending on scheduling restrictions in the requested space.
- For most classrooms, if your request is approved, you do not need to submit a work order through KACE, although you can choose to if you need a special arrangement of the furnishings or assistance with the technology. However, H239 and H339 bookings will always require work orders for the setup. All work orders must be received 14 business days prior to the event. For large events, all work orders must be received 30 business days prior to the event. To submit a work order, go to: <https://help.molloy.edu/>