## Glossary

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Loading Webpage and Logging in</td>
<td>4</td>
</tr>
<tr>
<td>Home Tab</td>
<td>5</td>
</tr>
<tr>
<td>Events Tab (requesting events)</td>
<td>6</td>
</tr>
<tr>
<td>Calendars Tab (viewing events and classes)</td>
<td>10</td>
</tr>
<tr>
<td>Logging Out</td>
<td>15</td>
</tr>
<tr>
<td>Resources</td>
<td>16</td>
</tr>
</tbody>
</table>
Welcome to **Ad Astra**, Guilford Technical Community College’s new room-scheduling software! This scheduling system allows the user to view all facilities of GTCC. As a user, you will be able to:

- View academic and non-academic events; past, present, and future
- View available classrooms, auditoriums, and meeting rooms
- Submit requests for the use of facilities
Loading Webpage and Logging In

Mozilla Firefox is the preferred browser and type in the webpage: https://www.aaiscloud.com/GuilfordTechCC/Portal/GuestPortal.aspx

Remember to Bookmark this screen for future reference.

Enter your network ID and network password into the text boxes (.gtcc.edu is not necessary). NOTE: Your screen may look a little different.

When you log in you will see 3 tabs: Astra Home, Calendars, and Events. NOTE: You may have more tabs.

Astra Home: Allows you to find the most up to date information about Ad Astra scheduling software and community information.

Events: This is where you will request your event.

Calendars: Is where you will view the calendar of events and classes for all campuses as well as available space.
Home Tab

This page will be slightly different for each user, but basically this will be how the page looks.
Event Tab

To request an event, you will select the Astra Home tab. Click on “Create an Event”. This is also known as the “Event Wizard” under the Events tab.

Enter event information and click “2. Meetings” or “Next”
Enter meeting information on Page 2 and click “3. Rooms” or “Next”

Using Filters, choose the campus and building that you are requesting. Click Search and click Available on the room that you want. Make sure the wording changes to Selected and the box turns green. Note: Clicking anywhere in the Rooms box will put your rooms in numerical order.
Click “4. Resources” or “Next”; Do you have any special needs or requests? This is where you will list them. You will find a full list of resources at the end of this document. Again, use your filters to limit your search. With some categories, you will need to list your quantities.

Click “5. Finish” and then Finish on the top right-hand side of the screen.
This completes the submission of your event. You may now **Logout** or go to another screen.
Calendar Tab

The Calendars Tab is where you will see what events and classes are taking place and what spaces are available. Calendar will tell you what is going on in a particular space, building, or campus. Scheduling Grids will tell you what spaces are available on an hour-by-hour basis. Available Rooms is where you can search for a span of time or individually for spaces and/or resources.

Select “Calendar” and if the Filter is not open, click “Calendar Search”. Use this to enter your search criteria. Once your selections have been made, click “Search”. With this filter, you may view entire campuses, buildings, or simply rooms.
Under the **Day** view you will see events in a list view. If you hover over the event you will be given more details.

For **Week** view you see events within a week span.
In the Month view, you will see events within a month span. If the calendar is too long, click OK and use your Filter to better define your choices.

You may use the Calendar Search to look for all events including Curriculum classes, Con-Ed classes, and Special Events.
To check availability of a specific room or building, choose “Scheduling Grids” under the Calendars Tab. Use this to pinpoint your requested space.

**Scheduling Grids** will give you an hour-by-hour screen shot of an individual space, a building, or an entire campus. To view the Filter, click on the hour glass beside the date.

Enter your search criteria, and click “Search”. In searching by building, if the room you request is not available, other options will be given to you.

You may use the Scheduling Grids to look for all spaces including Curriculum & Con-Ed classrooms and meeting room space.
Available Rooms is where you can search for spaces for a single day or a wide span of time. Click “Add New” to enter your dates and times and then click “OK”.

Using the Edit Pencil, choose your building and other search criteria, and click “Search”. All available spaces will register under Search Results.
Logging Out:

Click “Logout” on the top right of the screen.

This ends your session with Ad Astra. Once you submit your event, it will automatically be assigned to your specific campus scheduler. If you would like an email copy of your submission, you may do this via the **Send Event Summary** tab.

You will receive a separate email confirmation from the campus scheduler. Please make sure your Status says Scheduled.

If you have any questions regarding this training manual, please contact Linda Justice at ext. 50295