

EVENT SCHEDULING

Presenter:

UTRGV

The University of Texas
Rio Grande Valley
UTRGV.edu

Lisbeth Fernández
Academic Scheduling Associate
Office of the Registrar
lisbeth.fernandez@utrgv.edu
Brownsville • Edinburg • Harlingen



Ad Astra

Ad Astra

Ad Astra is the event scheduling software used by UTRGV to reserve rooms & spaces for all UTRGV events.

- Trainings
- Exams
- Meetings
- Festivals

Event Scheduling Requirements

- Submit requests a minimum 1 week in advance.
 - Avoid last minute requests.
- Event requests are intended primarily for UTRGV faculty, students, staff, and alumni. Outside corporations and organizations must be sponsored by a UTRGV school or department.
- Events require approval.

Notes

- Events are not scheduled until classroom assignments are finalized for the term. Any special circumstances may be reviewed.
- To reserve rooms scheduled with academic courses for the term, submit an online [Class Schedule Change Request](#) form.

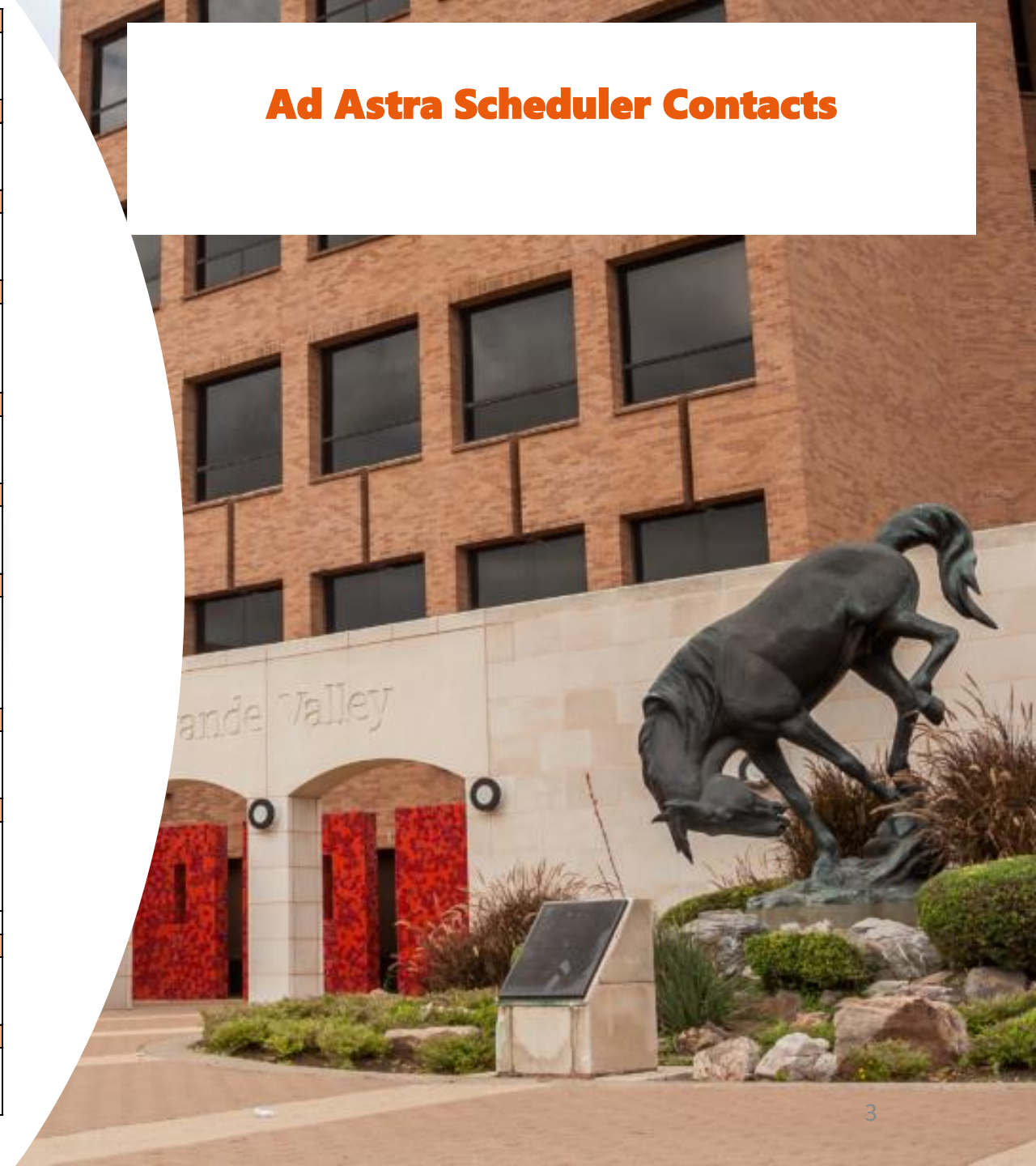


Ad Astra Scheduler Contacts

Academic Spaces		
Lisbeth Fernández lisbeth.fernandez@utrgv.edu 956-665-2209		
Community Events		
Edna Zambrano Edna.zambrano@utrgv.edu 956-665-7939		
ESSBL Conference Rooms		
Yunuen Gutierrez Yunuen.gutierrez01@utrgv.edu 956-665-2993	Maria “Letty” Vega maria.vega@utrgv.edu 956-882-7322	
IT Computer Labs		
Dina López dina.lopez@utrgv.edu 956-665-5343 Important: Review notes before sending prior approval request.		
Library Administration		
Alisha Puentes alisha.puentes@utrgv.edu 956-665-5005/956-6652755		
McAllen Biomedical Research Facility		
Aniella Perez aniella.perez01@utrgv.edu 956-665-5343		
Non-Academic/Outdoor Spaces - Edinburg	Health & Human Performance Dept.	
Edinburg Campus & ECESS Bldg. Marisol Cerda marisol.cerda@utrgv.edu 956-665-2782	EHPE2 118, Track & Pool Rosalinda Rubio rosalinda.rubio@utrgv.edu 956-665-5036 Important: Please complete request required.	
Non-Academic Spaces - Brownsville Campus		
Norma Sada norma.sada@utrgv.edu 956-882-5900	Maria Espinoza maria.c.ezpinoza@utrgv.edu 956-882-5865	
School of Medicine		
Harlingen Campus Mónica Tovar/Elysa Hausmann monica.tovar@utrgv.edu 956-296-1500	Edinburg Medical School Isabelle Hughes Isabelle.hughes@utrgv.edu 956-296-1655	Harlingen TSTC University Center Lorena Yvette Garza-Garcia lygarza11536@tstc.edu 956-364-4236
Harlingen e-mail: somreservations_hc@utrgv.edu Edinburg e-mail: somreservations_ec@utrgv.edu		
Student Union/Ballroom		
Melissa De La Rosa melissa.delarosa@utrgv.edu 956-882-7991	Massiel Muñoz massiel.munoz@utrgv.edu 956-665-7985	
Youth Camps		
Daniela Venegas Daniela.venegas@utrgv.edu 956-665-2522		

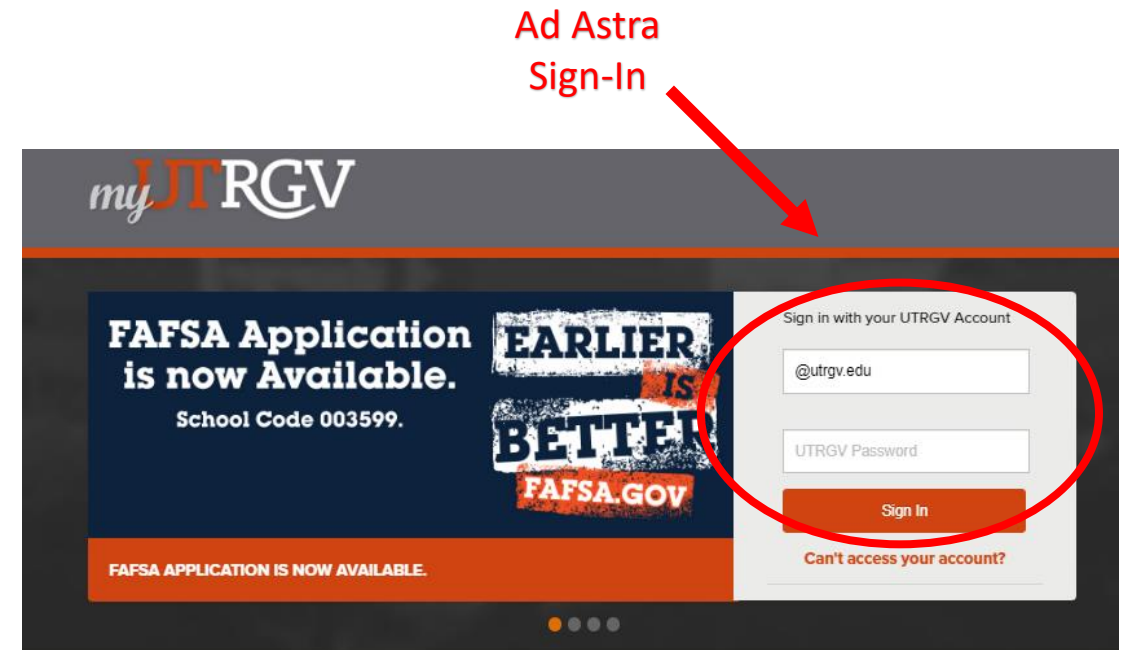
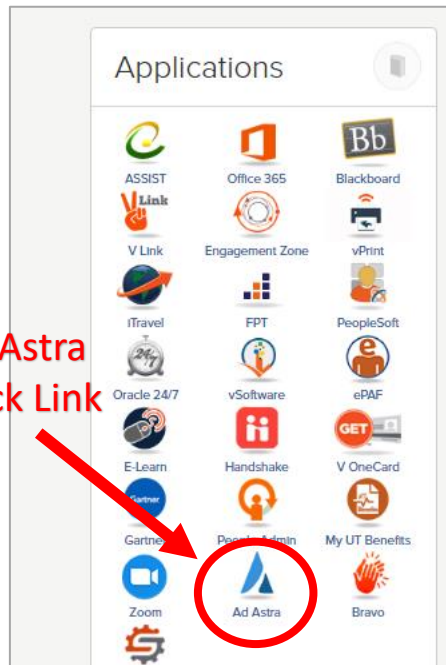
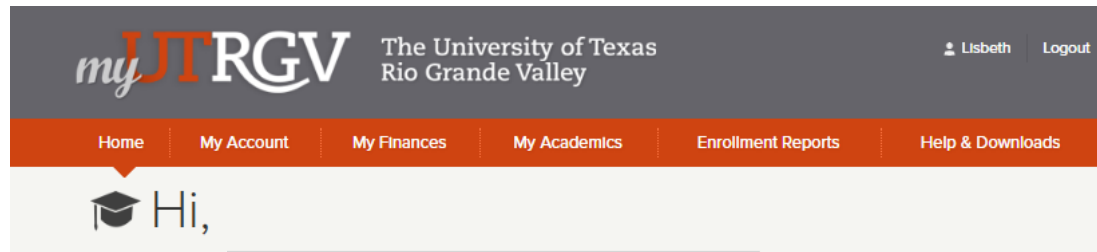
Prior approvals for certain rooms can be found on the room description details.

4/8/2022



Ad Astra

Website: <https://my.utrgv.edu/>



Ad Astra - Homepage Overview

The screenshot shows the Ad Astra homepage with several key sections and annotations:

- Navigation Bar:** Home, Dashboard, **Calendars** (circled), Analytics, Academics, **Events** (circled), Reporting, Settings. User: lisbeth.fernandez@utrgv.edu
- Astra User Portal:**
 - Quick Navigation Links:**
 - COVID-19 notice: "In order to mitigate the potential spread of COVID-19 on campus, specific policies must be followed in the scheduling of all campus events." and "Indoor and Outdoor in-person events on all UTRGV campuses continue to be cancelled. The Event Task Force will continue to monitor the Covid-19 situation and provide updates when available."
 - [UTRGV Covid-19 Resources](#)
 - CHECK Available Space (Scheduling Grids)** (circled, with annotation: "Quick Link to Calendar/Scheduling Grid")
 - REQUEST to Reserve:** (circled, with annotation: "Quick Links to reserve a space")
 - Academic Space (Classrooms)
 - Non-Academic Space (Labs, Offices, Lobby, Outdoor spaces)
 - I.T. Computer Labs
 - Student Union/Ballroom
 - This Week's Scheduled Events:**

Event	Location	Time	Date
New Student Orientation	ESTUN 1.102 - Theater	08:00 AM - 04:00 PM	Aug 4
New Student Orientation	ESTUN 1.500 - Café	08:00 AM - 04:00 PM	Aug 4
New Student Orientation	EACSB 2.146	09:00 AM - 05:00 PM	Aug 4
New Student Orientation	EACSB 2.164	09:00 AM - 05:00 PM	Aug 4
New Student Orientation	EACSB 2.158	09:00 AM - 05:00 PM	Aug 4
New Student Orientation	EACSB 2.160	09:00 AM - 05:00 PM	Aug 4
New Student Orientation	EACSB 2.148	09:00 AM - 05:00 PM	Aug 4
Women's Soccer Team Meeting	ECOB 119	05:00 PM - 07:00 PM	Aug 4
Women's Soccer Team Meeting	ECOB 119	12:30 PM - 02:30 PM	Aug 5
 - Scheduling Resources:** (circled, with annotation: "Quick Links to Scheduling Resources")
 - [UTRGV Home Page](#)
 - [To Submit Changes to an Event](#)
 - [To Cancel an Event](#)
 - [iService Desk Request Link](#)
 - [Edinburg Campus Map with Bldg. Codes](#)
 - [Brownsville Campus Map with Bldg. Codes](#)
 - [Event Request Manual](#)
 - [Event Request Training Presentation](#)
 - [Scheduling Grid Calendar Manual](#)
 - [List of Schedulers and Approvers](#)
 - [FAQ](#)
 - Contact Us:** (circled, with annotation: "All event reservations contacts")
 - Academic Spaces:**
 - Lisbeth Fernández
 - lisbeth.fernandez@utrgv.edu
 - 956-665-2209
 - Non-Academic Spaces in Edinburg Campus:**
 - Jazmin Zuniga
 - jazmin.zuniga@utrgv.edu
 - 956-665-2993
 - Non-Academic Spaces in Brownsville Campus:**
 - Norma Sada

Event Reservation

STEP 1: Check for availability

#1

Homepage

Astra User Portal

Quick Navigation Links

- CHECK Available Space (Scheduling Grids)**
- REQUEST to Reserve:
 - Academic Space
 - Non-Academic Space
 - I.T. Computer Labs
 - Student Union/Ballroom

This Week's Scheduled Events

Event Name	Location	Time	Date
New Student Orientation	BSTUN 2.36	07:00 AM - 05:00 PM	Jun 10
New Student Orientation	BSTUN Lawn	07:00 AM - 05:00 PM	Jun 10
FY 2020 Upward Bound Math & Science Summer Program - May 25 - July 10 2020 - ...	BCRTZ 118	07:00 AM - 04:00 PM	Jun 10
FY 2020 Upward Bound Math & Science Summer Program - June1 - July 30 2020 - C...	BCRTZ 15	07:00 AM - 04:00 PM	Jun 10
2020 Vanguard Camp	EIEAB 1.208	07:45 AM - 05:45 PM	Jun 10
2020 Vanguard Camp	EIEAB 2.205	07:45 AM - 05:45 PM	Jun 10

Scheduling Resources

- UTRGV Home Page
- To Submit Changes to an Event
- To Cancel an Event
- IService Desk Request Link
- Edinburg Campus Map with Bldg. Codes
- Brownsville Campus Map with Bldg. Codes
- Event Request Manual
- Event Request Training Presentation
- Scheduling Grid Calendar Manual
- List of Schedulers and Approvers
- FAQ
- Training Videos

Search filters available
Cont'd – Next slide

#2 - Choose Campus Events

#3 - Choose Events & Academics

#4 - Choose date(s)

#5 - Check room & time availability

Continued (Filters)→

4/8/2022

Astra User Portal

Rooms Resources Day Week

Search filters available
Cont'd – Next slide

Keyword: Search

Date: 08/24/2020

Choose Calendar: Campus Events

Filter: Events and Academics

Room 1

Room	Building	Room Name	Capacity
ATHSF 001- Prior Approv...	ATHSF	BRW Athletic	500
BBRHB 1.100	BBRHB	BRW Outdoor Space	300
BBRHB 1.131	BBRHB	BRW 250 Lab	20
BBRHB 1.133	BBRHB	BRW 250 Lab	20
BBRHB 1.135	BBRHB	BRW 250 Lab	20
BBRHB 1.136	BBRHB	BRW 250 Lab	20
BBRHB 1.137	BBRHB	BRW 250 Lab	20
BBRHB 1.139	BBRHB	BRW 250 Lab	20
BBRHB 1.141	BBRHB	BRW 250 Lab	20
BBRHB 1.143	BBRHB	BRW 250 Lab	20
BBRHB 1.207 - ITV	BBRHB	BRW 110 Classroom	40
BBRHB 1.222 - ITV	BBRHB	BRW 110 Classroom	100
BBRHB 2.120	BBRHB	BRW 250 Lab	20
BBRHB 2.122	BBRHB	BRW 250 Lab	20
BBRHB 2.124	BBRHB	BRW 250 Lab	20
BBRHB 2.126	BBRHB	BRW 250 Lab	20

PHYS 6352/90 ENG 2310/0 FINA 3393/02
ROTC 2201/0 ECON 2301/0 CHEM 6360/0

Event Reservation

STEP 1: Check for availability

Cont'd - Filters Available

#1
Homepage

#2 - Select Campus Events

#3 - Select Events & Academics

#4 - Select date(s)

#5 - Select Filters

Select as needed by:
Campus +
Building +
Room +
Room Type +
Room Capacity +
*Click 'Search'

Cont'd →

Select all 'Other Filters' – To view blocked rooms due to services being provided (equipment updates etc.)

Example:

Room	Buildin...	Campus	Type	Capacity	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM
⊙ EACSB 1.104 - ITV/Zoom	EACSB	ED	110 Classroom	50										
⊙ EACSB 1.106 - ITV/Zoom	EACSB	ED	110 Classroom	125										
⊙ ECOBE 110	ECOB	ED	110 Classroom	140										
⊙ ECOBE 111 - ITV/Zoom	ECOB	ED	110 Classroom	61										
⊙ ECOBE 113	ECOB	ED	110 Classroom	48										
⊙ ECOBE 116	ECOB	ED	110 Classroom	82										
⊙ ECOBE 118	ECOB	ED	110 Classroom	82										
⊙ ECOBE 119	ECOB	ED	110 Classroom	38										

Event Reservation

STEP 2: Review room/space details

Space detailed information

Room Details: Academic Services Building 1.104 - ITV (Default)

View Room Details

Room Type: 110 Classroom

Capacity: 50

Layout: Default Layout

Campus: ED

Description: ITV Classroom - Academic Space

Feature	Quantity	Category	Age
ADA Desk	1	Furniture	aged
Chairs (Not Fixed)	54	Furniture	aged
Tables - Rectangular	12	Furniture	aged
Computer - Instructor	1	Multimed	aged
Computer (Windows)	1	Multimed	aged
DVD/CR Combined	1	Multimed	aged
Instructor's Panel for Laptop Plug-In (No Media Desk)	1	Multimed	aged
Media System Controller	1	Multimed	aged
Projector - Video (LCD)	1	Multimed	aged
Projector (Ceiling Mounted)	1	Multimed	aged
Screen	1	Multimed	aged
Speakers - Ceiling Mounted (Program Audio)	19	Multimed	aged
Tegrity (Lecture Capture Microphone)	1	Multimed	aged
Television - Flat Screen	3	Multimed	aged
Video Conference Equipped	1	Other	aged
Classroom	16	Room Des	aged
ITV	1	Room Des	aged
SMART Room	50	Room Des	aged
Flat	60	Room Des	aged
Flooring - Tile	40	Room Des	aged
Lighting - Dimmable	30	Room Des	aged

Room Academic Services Building 1.104 - ITV

* Room #: 1.104

* Room Name: ITV

* Room Type: 110 Classroom

SIS Key: ED_EACSB_1.104

Description: ITV Classroom - Academic Space

* Campus: ED

* Building: Academic Services Building

Configurations

Name	Facility Layout	Default Configuration
Default	Default Layout	true

Features

Name	Quantity
Computer (Windows)	1
Whiteboard - Fixed	1
Speakers - Ceiling Mounted (Program Audio)	19
Instructor's Panel for Laptop Plug-In (No Media Desk)	1
Television - Flat Screen	3
Projector - Video (LCD)	1
Media System Controller	1
Classroom	1
Video Conference Equipped	1

- IMPORTANT:**
- Always review *Room Name & *Description notes to check if there is a pre-approval required.
 - If pre-approval required, request approval by contacting person listed.
 - After approval is received, email the contact listed in the request.

Event Reservation

RESOURCE

Classroom Technology Equipment Inventory

Link: <https://www.utrgv.edu/it/resources/faculty/classroom-equipment-inventory/index.htm>

This page shows a detailed view of Classroom Technology Equipment Inventory if needed.

UTRGV | The University of Texas Rio Grande Valley
Information Technology

Home About Resources Software Services Training How To Alerts IT Policies

Home / Resources / Faculty / Classroom Technology Equipment Inventory

Classroom Technology Equipment Inventory

Brownsville Edinburg Harlingen McAllen Rio Grande Westaco

Total labs in Brownsville campus: 100

Campus	Building	Room	View	Capacity	Equipment
Brownsville	BBRHB	1.207	Main View Presenter View View	40	Clicker, Control Panel, Computer Workstation, Document Camera, Hearing Aid, Interactive TV, Microphone, Projector, Touch Monitor, Webcam
Brownsville	BBRHB	1.222	Main View Presenter View View	100	Control Panel, Computer Workstation, Document Camera, Interactive TV, Microphone, Projector
Brownsville	BBRHB	2.212 Conference	Main View Presenter View View	14	

Event Reservation

STEP 3: Submit Event Request

The screenshot shows the Astra User Portal interface. The top navigation bar includes links for Home, Dashboards, Calendars, Analytics, Academics, **Events**, Reporting, and Settings. The 'Events' menu is open, showing options like Event Management, Request Event, and Notifications. A red circle highlights the 'Request Event' option. Below the menu, a table lists event requests with columns for event name, location, time, and date. A red dotted arrow points from the 'Request Event' menu item to the 'Event Request Wizard' pop-up window.

Event Name	Location	Time	Date
2020 MUSE Summer Camp	ELABS 244	07:45 AM - 05:45 PM	Jun 11
2020 MUSE Summer Camp	ELABS 304	07:45 AM - 05:45 PM	Jun 11
2020 Vanguard Camp	EIEAB 2.205	07:45 AM - 05:45 PM	Jun 11
2020 MUSE Summer Camp	ELABS 303	07:45 AM - 05:45 PM	Jun 11

IMPORTANT:

- Select the proper type of *Event Request Form

The 'Event Request Wizard' pop-up window is displayed. It contains a message: 'Welcome to the Event Request Wizard. Please select an Event Request Form to begin.' Below this, there is a dropdown menu labeled '* Event Request Form:'. The dropdown is open, showing a list of available forms: 'Sk Event Request', 'I.T. Computer Labs Request Form', 'McAllen Biomedical Research Facility', 'Summer Camps Request Form', 'UTRGV Academic Space Event Request', 'UTRGV Non-Academic Space Event Requests', 'UTRGV School of Medicine - Edinburg', and 'UTRGV School of Medicine - Harlingen'. A red dashed box highlights the entire pop-up window.

UTRGV Academic Space Event Request

The University of Texas Rio Grande Valley | Enterprise Resources | UTRGV | Resources For | UTRGV | utrgv pictures - Google Search | Daily Grid | Astra Schedule - Event Request

UTRGV Academic Space Event Request

****This form is for requesting academic spaces such as classrooms, and study rooms on the Edinburg and Brownsville campuses.****

To request PD to unlock/lock rooms, assign resources after assigning rooms.

This is for events only, for room changes to courses please submit a CSCR

For event setups, custodial services, and swipe door access, please also submit a request through the iService Desk link with the date, time, and room needed along with the event confirmation number.

NO FOOD OR DRINKS ARE ALLOWED IN THE CLASSROOMS.

For questions, please contact:

Lisbeth Fernandez at Lisbeth.Fernandez@utrgv.edu

Contact Information

Customer:
UTRGV Office of the Registrar

* Contact Name:
Fernandez, Lisbeth

* Contact Email:
lisbeth.fernandez@utrgv.edu

Contact Phone:

On Site Event Contact

On Site Event Contact Phone

Event Information

IMPORTANT: If your information does not populate here, please e-mail Lisbeth Fernandez at Lisbeth.Fernandez@utrgv.edu to be added, prior to submitting request.



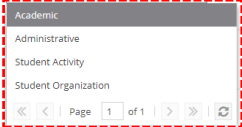
UTRGV Academic Space Event Request

Cont'd


Home Dashboards Calendars Analytics Academics Events Reporting Settings



Event Information

* Event Name:
→



Event Type:
→   

Event Description:
→

Event Estimated Attendance:
→ 

**Will food or drink be served?
  

Source of food:

**Police Services Needed?
  

Continued →



Events with Alcohol Being Served

***Campus Police presence is REQUIRED.**

Home Dashboards Calendars Analytics Academics Events Reporting Settings liabeth.fernandez@utrgv.edu

Alcohol Policy

Alcohol Policy: HOP 4.9.1

*Will there be Alcohol at your event?

Select... X

Police Presence:

If Alcohol is served, then campus Police presence

Request use of PD Resources

Type and Amount of Alcohol to Be Used

Method of Alcohol Beverage Dispensing

Designated Alcohol Server(s)

Anyone under the age of 21 attending event?

Select... X

*Will a fee be collected for attending this event?

Select... X

Make sure to submit request

UTRGV The University of Texas Rio Grande Valley

Directory

myUTRGV

Search...

Services / Service Request Form

University Police

Division of Finance & Administration - Administrative Support Services

Home

Department

Services

Training

Employment

Frequently Asked Questions

Contact Us

Crime Data

Services

Lost and Found



Service Request Form



Victim Services



CampusShield



Contact

Contact Phone Numbers:

UTRGV Police Directory: (956) 882-7777
UTRGV Campus Emergency: (956) 882-4911
Emergency: 911

Edinburg Campus:

Police Station
Academic Services Facility Bldg.
501 N. Sugar Road, Edinburg TX 78539

Brownsville/Harlingen Campus:

Police Station
2671 FJRM Ave.
Brownsville, TX 78520

Email: Police@utrgv.edu

Service Request Form

The UTRGV University Police welcomes submissions for security services from departments, registered campus and outside organizations. The submission of this form will enable us to assist you in making your event a success. Use this form to make request for Public Safety Officers and Police Officers to work your event.

To ensure a Public Safety Officer or Police Officer scheduling, requests should be made at least ten (10) business days in advance. Requests received less than ten (10) business days in advance of the event may not be filled due to insufficient officer availability which may impact the scheduling of the event.

If a Security Service is requested where no security or police services are requested, but the University Police believes, based on the nature or size of the event, that security or police services are essential to the safety of those attending, the Chief of Police and/or Assistant Chief may make the determination that security and/or police personnel are required. The sponsoring office or organization would be responsible for payment of services.

This request is for Security Service only. If applicable, requestor(s) using facilities and parking will need to make arrangements with the appropriate departments.

Requestor's Information

Contact Name

Contact Phone Number

Email Address

Sample

Must be submitted 30 days in advance minimum. Earlier will incur a fee

For UTRGV Police Request questions Contact:

Contact Phone Numbers:

UTRGV Police Directory: (956) 882-7777
UTRGV Campus Emergency: (956) 882-4911
Emergency: 911

Edinburg Campus:

Police Station
Academic Services Facility Bldg.
501 N. Sugar Road, Edinburg TX 78539

Brownsville/Harlingen Campus:

Police Station
2671 FJRM Ave.
Brownsville, TX 78520

Email: Police@utrgv.edu



UTRGV Academic Space Event Request

Cont'd – Add Meeting -Single Date Selection

Home Dashboards Calendars Analytics Academics Events Reporting Settings lisbeth.fernandez@utrgv.edu

Alcohol Policy

Alcohol Policy: HOP 4.9.1
* Will there be Alcohol at your event?
Select...
Police Presence:
If Alcohol is served, then campus Police presence is required.
[Request use of PD Resources](#)
Type and Amount of Alcohol to be used

Method of Alcohol Beverage Dispensing

Designated Alcohol Server(s)

Anyone under the age of 21 attending event?
Select...
* Will a fee be collected for attending this event?
Select...

Event Location

* Add Meeting:
Add Meeting

No meetings created. [Add Meeting](#)

Submit

Create Meeting(s)

☒ Single ☐ Multiple ☐ Recurring Select if Single date, Multiple dates or Recurring Dates

Start Time: 2:30 PM End Time: 3:00 PM

Start Date: 06/19/2020 End Date: 06/19/2020

* Meeting Name: Sample - LF

* Meeting Type: Select...

* Max Attendance:

☐ Featured
☐ Private
☒ Requires Room

Add Meeting Cancel

ATTENTION

This information is very important to enter correctly. The system generates proper room availability based on this information.

UTRGV Academic Space Event Request

Cont'd – Add Meeting - Multiple Date Selection

o Multiple Dates - Sample

#1 ☐ Single **#1** ☒ Multiple ☐ Recurring

#2 Start Time: 2:30 PM End Time: 3:00 PM

Today Clear

« August 2020 »

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
#3 10	11	12	13	14	15	
16	#3 17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

#4 →

#5 Meeting Group Name
Please enter a meeting group name:
Type meeting name
OK Cancel

#6 * Meeting Name: Sample - LF

#7 * Meeting Type: Select meeting type

#7 * Max Attendance: Enter max attendance estimated per reservation

☐ Featured

☐ Private

#8 ☒ Requires Room

#5 * Meeting Type: Select...
* Max Attendance: Banquet
Camp
Campus Event
Campus Tour
Ceremony
Conference
Dance
Exam

Page 1 of 1

Add Meeting Cancel

UTRGV Academic Space Event Request

Cont'd – Assign Rooms

Event Location

*Add a Meeting:

Add Meeting ! **Assign Rooms** **Assign Resources**

✕ Sample Meeting

✕ Fri, 07/24/2020, 02:30 PM to 03:00 PM

✕ Thu, 07/23/2020, 02:30 PM to 03:00 PM

Assign Room

Filter

Clear All Search

Custom

Room Options

☒ Show Only Available Rooms

Capacity:

Between 2 and

Campus 1 Clear +

☒ ED ✕

Building 3 Clear +

☒ Civil Engineering Portable Bl... ✕

☒ Education Complex ✕

☒ Student Services Building ✕

Room +

All

Room Type 1 Clear +

☒ 110 Classroom ✕

Room

<input type="radio"/>	EEDUC 1.404	Available
<input type="radio"/>	EEDUC 2.222	Available
<input type="radio"/>	EEDUC 1.406	Available
<input type="radio"/>	EEDUC 2.234	Available
<input type="radio"/>	EEDUC 2.224	Selected
<input type="radio"/>	EEDUC 1.534	Selected
<input type="radio"/>	EEDUC 2.102C	Selected
<input type="radio"/>	EEDUC 2.502	Available
<input type="radio"/>	EEDUC 1.530	Available
<input type="radio"/>	EEDUC 2.102	Available
<input type="radio"/>	EEDUC 2.534	Available
<input type="radio"/>	EEDUC 1.502	Available
<input type="radio"/>	EEDUC 1.102	Available

Sample - LF
7/23/2020-7/24/2020
RF
2:30-3:00pm

#3 : Select room(s)

Page 1 of 1

OK **Cancel**

#1

#2

#3

#4

Filters available

UTRGV Academic Space Event Request

Cont'd – Assign Resources

ATTENTION

- This is to request for P.D. to unlock and lock room doors.
- All events are **REQUIRED** to Assign Resources for P.D. regardless of event time or day.

Event Location

*Add a Meeting:

Add Meeting !

Assign Rooms Assign Resources

Sample Meeting

Fri, 07/24/2020, 02:30 PM to 03:00 PM

Add Resource

Filter

Show Current Filter Search

Custom

Resources

Resource Type +

Resource Category +

Resource Group +

Resource 2 Clear +

Police - Lock Door

Police - Unlock Door

Resources Qty

Police - Loc...	1000	Selected 1 of 9...
Police - Unl...	1000	985 Available

#3: Type the number 1 in each row & column needed. Must be green

#2 : Select Resources

#4

OK Cancel

For questions on Building/Room Doors Contact:

Keyed Doors

UTRGV Police Communication
University Police
956-882-7777 → #2
police@utrgv.edu



Electronic Keys

Jesus Rios
Facilities Technology Manager
University Police
956-665-2774
jesus.rios@utrgv.edu

John A. Medalla
Security Systems Technician
University Police
956-665-2434
johnandrew.medalla01@utrgv.edu

UTRGV Academic Space Event Request

Cont'd

Review information entered
before submitting

Event Location

*Add a Meeting:

Add Meeting

Assign Rooms

Assign Resources

✕ Sample Meeting

✕ Sample Meeting - Fri, 07/24/2020, 02:30 PM to 03:00 PM, Education Complex 1.534

✕ Sample Meeting - Thu, 07/23/2020, 02:30 PM to 03:00 PM, Education Complex 1.534

✕ Sample Meeting - Thu, 07/23/2020, 02:30 PM to 03:00 PM, Education Complex 2.224

✕ Sample Meeting - Fri, 07/24/2020, 02:30 PM to 03:00 PM, Education Complex 2.224

Submit

UTRGV Academic Space Event Request

Cont'd

You will receive an **Event Request Received** email. Your reservation is not confirmed until you receive the final confirmation approval (sample on next slide).



Event Request Received

10/6/2020
2:14PM

Thank you! Your event request was successfully received and is being reviewed. You will receive an email response when further action is taken, or if more information is required.

Event Name

TEST - New Text

Description

Request Summary:

===== Contact Information

=====
Customer: UTRGV Office of the Registrar
Contact: Fernandez, Lisbeth
Email: lisbeth.fernandez@utrgv.edu
Phone:

Event Name: TEST - New Text
Event Type: Academic
Event Description:
Is this event being co-sponsored with an external entity? No

Estimated Attendance: 2
Does your event/program involve minors under the age of 18? No

Will food or drink be served? No

Police Services Needed to Unlock Room? If yes, assign resource. Yes

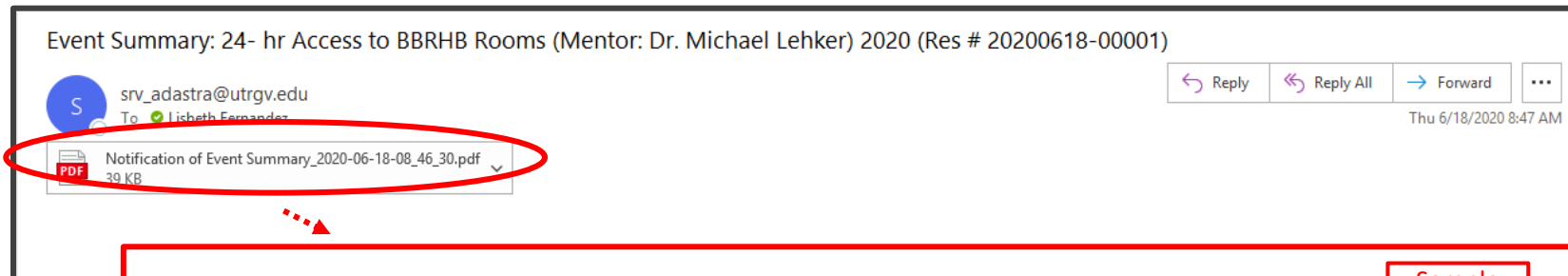
Will there be Alcohol at your event? No

Sample

UTRGV Academic Space Event Request

Cont'd

After reservation has been processed and APPROVED
you will receive a system notification email with your
Notification of Event Request Approved



Event Summary

Comment:

Please retain a copy of this confirmation with you the day of the event. If you encounter any issues or if door is locked, please contact PD at 956-882-7777 and select option #3 (Emergency Unlocks).

Event Information:

Customer/Contact Information:

Reservation #:	20200908-00002	Ana Lara
Event Name:	Workshop Brownsville - Not attempted exam	
Event Type:	Academic	ana.lara@utrgv.edu
Date:	9/16/20 - 9/16/20	UTRGV Department: Educator Preparation & Accountability (CEP)
Status:	Scheduled	
Est. Attendance:	14	

Event Notes:

Meeting Name	Date(s)	Time	Meeting Status	Building	Room	Room Status
Scheduled						
Workshop Brownsville - Not attempted exam	9/16/20 - 9/16/20	8:00AM - 4:00PM	Scheduled	BINAB	1.219	Scheduled

Resource Name	Resource Type	Qty.	Resource Date	Resource Time	Resource Status
Police - Unlock Door	Service	1	09/16/20	8:00AM - 4:00PM	Scheduled
Police - Lock Door	Service	1	09/16/20	8:00AM - 4:00PM	Scheduled

Sample

Please retain a copy of this confirmation with you the day of the event. If you encounter any issues or if door is locked, please contact PD at 956-882-7777 and select option #3 (Emergency Unlocks).

This is what PD looks for when
unlocking & locking doors.



4/8/2022

20



To Add Custodial Services to Event

Applies:

- Monday – Thursday after 9pm
- Friday after 6pm
- Saturday & Sunday

This includes:

- Cleaning a Room
- Access to Building Restrooms
- Air Conditioning On
(A/C is turned off at 6pm on Fridays)

Astra User Portal

Quick Navigation Links

In order to mitigate the potential spread of COVID-19 on campus, specific policies must be followed in the scheduling of all campus events.

Indoor and Outdoor in-person events on all UTRGV campuses continue to be cancelled through the month of September. The Event Task Force will continue to monitor the Covid-19 situation and provide updates when available.

[CHECK Available Space \(Scheduling Grids\)](#)

REQUEST to Reserve:

- Academic Space
- Non-Academic Space
- I.T. Computer Labs

This Week's Scheduled Events

Event Name	Location	Time	Date
SET UP-Early Voting	EUCTR Cenizo Room	07:00 AM - 10:00 PM	Oct 9
SET UP-Early Voting	EUCTR Bronco Room	07:00 AM - 10:00 PM	Oct 9
SET UP-Early Voting	EUCTR Ballroom (North & South)	07:00 AM - 10:00 PM	Oct 9
Student Media Productions	ELIBR Sliding doors	09:00 AM - 05:00 PM	Oct 9
SET UP-Early Voting	EUCTR Cenizo Room		
SET UP-Early Voting	EUCTR Ballroom (North & South)		
SET UP-Early Voting	EUCTR Bronco Room		
VIDEO EDITING	ELABS 140		
SET UP-Early Voting			

Scheduling Resources

- UTRGV Home Page
- To Submit Changes to an Event
- To Cancel an Event
- Service Desk Request Link
- Edinburg Campus Map with Bldg. Codes
- Brownsville Campus Map with Bldg. Codes
- Event Request Manual
- Event Request Training Presentation

TMA SYSTEMS

University of Texas-Rio Grande Valley

TMA /ServiceDesk

Welcome to UTRGV's TMA /ServiceDesk

Site Menu

- Home
- Work Request
 - Submit a Request****
 - Query Request
- Work Order
 - Query a Work Order
- Other Options
 - Please select from list
 - GO
- Search by Number
 - Work Order
 - >>

About TMA /ServiceDesk v6.3.3

UTRGV Campus Facilities Operations TMA /ServiceDesk

Click 'Submit a Request' on the left menu to submit a service call to Campus Facilities Operations Central Scheduling.

Your service call will be routed to the appropriate location, Edinburg or Brownsville, depending on the service call location.

TMA /ServiceDesk (ISD) is used by UTRGV faculty/staff/students to submit service calls, such as preventive maintenance, building/system repairs, replacement of light bulbs, leaky faucets, clogged drains/toilets/urinals/sinks, etc. to Central Scheduling.

****PLEASE NOTE: Deadline to submit requests for non-routine work orders using FY2020 funds is July 31, 2020****



Housekeeping Services for an Event



Applies:

- Monday – Thursday after 9pm
- Friday after 6pm
- Saturday & Sunday

This includes request to:

- Clean Room(s) after use
- Access & Clean Building Restroom(s)
- Turn on Air conditioning
(A/C is turned off at 6pm on Fridays)

TMA SYSTEMS University of Texas-Rio Grande Valley

Submit your Request

Site Menu

- Home
- Work Request**
 - Submit a Request
 - Query Request
- Work Order**
 - Query a Work Order
- Other Options**
 - Please select from list
 - GO
- Search by Number**
 - Work Order
 - >>

about TMA /ServiceDesk v6.3.3

Submit your Request

Repair Center:

Facility:

Building:

Area:

Name:

Phone #:

E-mail Address:

***If project, please enter account # below and attach signed SMRF form to request**

Account #:

Tag Type*:

***If equipment, please select and enter tag # below**

Tag #:

Department:

Request:

Add Attachment:

Fill in all fields required

If your request pertains to an equipment, please select Equipment as Tag Type and for Tag # enter in the exact equipment number, which can be found by clicking Equipment under Other Options located on the left navigation menu.

If this is an emergency, please contact (956)665-2748 for Edinburg or (956)882-5900 for Brownsville

Recommended - Attach Reservation Confirmation

Ad Astra

Event Approved 10/6/2020 2:25PM

Your event request is approved. The event summary is below. Please retain a copy of this confirmation with you the day of the event. If you encounter any issues or if door is locked, please contact PD at 956-882-7777 and select option #3 (Emergency Unlocks).

Event Information:

Reservation #: 20201006-00004
Event Name: TEST - New Test
Event Type: Academic
Date: 10/13/20 - 10/13/20
Status: Scheduled
Est. Attendance: 2

Customer/Contact Information:

Lisbeth Fernandez
lisbeth.fernandez@utrgv.edu
UTRGV Office of the Registrar

Event Notes:

Meeting Name	Date(s)	Time	Meeting Status	Building	Room Name	Room Status
TEST - New Test	10/13/20 - 10/13/20	8:00AM - 11:00AM	Scheduled	EIEAB	Student Meeting	Scheduled

Resource Name	Resource Type	Qty.	Resource Date	Resource Time	Resource Status
Police - Unlocks Door	Service	1	10/13/20	8:00AM - 11:00AM	Scheduled
Police - Lock Door	Service	1	10/13/20	8:00AM - 11:00AM	Scheduled

To Review Your Events

Cont'd

This helps you access all reservations you've submitted

The screenshot displays the Astra User Portal interface. The top navigation bar includes links for Home, Dashboards, Calendars, Analytics, Academics, and Events (highlighted with a red box and labeled #1). The left sidebar contains a 'Quick Navigation Links' section with a COVID-19 notice and a 'CHECK Available Space (Scheduling Grids)' button. The main content area shows the 'Events' management page, which is outlined with a red dashed box and labeled #2. This page includes a sub-menu with options like 'Request Event', 'Notifications', and 'Admin'. A list of events is displayed, including 'Field Supervisor Meeting with Clinical Teachers #1 Elementary'. A search bar and filter options are visible on the right, with a search button labeled #4. A 'My Events' checkbox is checked and labeled #3. The bottom right shows a table with columns for 'Event Name' and 'Reservation'.

Astra User Portal

Quick Navigation Links

In order to mitigate the potential spread of COVID-19 on campus, specific policies must be followed in the scheduling of all campus events.

Indoor and Outdoor in-person events on all UTRGV campuses continue to be cancelled. The Event Task Force will continue to monitor the Covid-19 situation and provide updates when available.

[UTRGV Covid-19 Resources](#)

CHECK Available Space (Scheduling Grids)

REQUEST to Reserve:

Academic Space

Events Management

- Request Event
- Notifications
- Admin
 - Approvals and Notifications
 - Custom Fields
 - Event Meeting Types
 - Event Request Forms
 - Event Types
 - Holidays and Announcements
 - Help

Event List

Filters

Show Current Filter

Search

Keyword:

Time Period: Custom

From: All

To: All

Day Met: U M T W T F S

Is Private: ☐

Is Featured: ☐

My Events: ☒

Event Status

Event Meeting Status

Campus

Building

Room

Customer Group

Customer

Customer Contact

Event Type

Event Meeting Type

Approver

Scheduler

Event Name	Reservation
Field Supervisor Meeting with Clinical Teachers #1 Elementary	
Field Supervisor Meeting with Clinical Teachers #1 Elementary	
Field Supervisor Meeting with Clinical Teachers #1 Elementary	
Field Supervisor Meeting with Clinical Teachers #1 Elementary	

To Cancel or Edit an Event Requested

Cont'd

If you have changes to make to a reservation already submitted, use Scheduling Resources links on the Homepage

The screenshot displays the Astra User Portal interface. The top navigation bar includes links for Home, Dashboards, Calendars, Analytics, Academics, Events, Reporting, and Settings. The user's email, lisbeth.fernandez@utrgv.edu, is shown in the top right corner. The main content area is divided into three sections: Quick Navigation Links, This Week's Scheduled Events, and Scheduling Resources.

Quick Navigation Links: Contains a COVID-19 notice and a button labeled "CHECK Available Space (Scheduling Grids)". Below this is a section titled "REQUEST to Reserve:" with a link to "Academic Space".

This Week's Scheduled Events: A table listing events with columns for event name, location, time, and date.

Event Name	Location	Time	Date
Student Media Productions	ELIBR Sliding doors	09:00 AM - 05:00 PM	Oct 7
SET UP-Early Voting	EUCTR Bronc Room	07:00 AM - 10:00 PM	Oct 9
SET UP-Early Voting	EUCTR Ballroom (North & South)	07:00 AM - 10:00 PM	Oct 9
SET UP-Early Voting	EUCTR Cenizo Room	07:00 AM - 10:00 PM	Oct 9
Student Media Productions	ELIBR Sliding doors	09:00 AM - 05:00 PM	Oct 9
SET UP-Early Voting	EUCTR Cenizo Room	07:00 AM - 10:00 PM	Oct 10

Scheduling Resources: A list of links including UTRGV Home Page, To Submit Changes to an Event, To Cancel an Event, iService Desk Request Link, Edinburg Campus Map with Bldg. Codes, Brownsville Campus Map with Bldg. Codes, Event Request Manual, Event Request Training Presentation, Scheduling Grid Calendar Manual, List of Schedulers and Approvers, and FAQ. The links "To Submit Changes to an Event" and "To Cancel an Event" are highlighted with a red box and a red arrow.

If you have any Event Scheduling questions, please contact our Office of the Registrar Scheduling Team:



Lisbeth Fernández
Academic Scheduling Associate
Office of the Registrar
lisbeth.fernandez@utrgv.edu

Brownsville • Edinburg • Harlingen



Jessica Corona
Academic Scheduling Associate
Office of the Registrar
Jessica.Corona01@utrgv.edu

Brownsville • Edinburg • Harlingen

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