Ad Astra Schedule

Available Room Search
How to Find the ‘Available Rooms’ Tool

• Navigate to the Ad Astra Portal: https://www.aaiscloud.com/MontanaStateU_Bozeman/Portal/GuestPortal.aspx

• From the home page, click on the ‘Calendars’ tab and choose Available Rooms.
Search Dates

- Click ‘Add Meeting’ to enter the Search day/s and time.
Single Meeting

• Enter Start and End times. *Be sure to use exact times!
• Enter the Start and End dates.
• Click OK
Recurring Meeting

- Enter Start and End time; remember to use exact times (i.e. standard meeting patterns for courses)
- Choose Recurrence Pattern (Daily, Weekly, Monthly, Yearly)
- Choose Start date and End date (usually semester dates if searching for available classroom for a course), or “End After number of occurrences”.
- Click OK
Add Filters

- Once your Search Dates are set, you will see them in the heading.
- Filters can be added to the search by clicking on the “Filter Options” button.
- It is recommended to add a filter for Room Type (classroom, conference room, etc.) and Capacity at a minimum. Add Region filter “REG” to search for all available Registrar-scheduled rooms.
- Multiple filters can be added of the same type by checking multiple boxes.
- **Note: Experiment with different capacity ranges. Sometimes different ranges return different results!**
Search Available Rooms

With the search date/s and filters defined, click ‘Search’.

The list of available rooms will be displayed.
Requesting a Room

- To request one of the available rooms, hover over the bullet icon next to a room in the Scheduling Grids screen to see Room Details and Features.
- Contact the Scheduling Authority for that room as listed in the Description field.
Questions, Comments

Contact the Registrar’s Office at
eventscheduling@montana.edu.

We are always available to help troubleshoot and answer questions.