

<https://www.aaiscloud.com/BaylorU/default.aspx?home>

Use DUO login information



Home Calendars Academics Events Reporting Settings Natashia\_Howard ?

Today's Events

Request Event

12:00 AM - 05:00 PM Jul 11  
Faculty Reservation  
LAW 301

12:00 AM - 11:59 PM Jul 11  
HOLD for Technology Upgrades  
TRUETT 114

12:00 AM - 11:59 PM Jul 11  
HOLD for Technology Upgrades  
TRUETT 114

07:00 AM - 08:00 PM Jul 11  
HOLD -jill  
FOSTER 119

1-20 of 109

Welcome!



Welcome to Baylor University's room scheduling portal!

**Ad Astra Users: Request an Event**

Use this option to log in with your Astra credentials.

Navigation Tips

**Calendar Color Legend**

- Academic Sections will be **BLUE**
- Cross-listed Academic Sections will be **ORANGE**
- Events will be **GREEN**

Upcoming Holidays/Announcements

Request Event

No results

**BAYLOR PROUD**

Click Logo for more Information

# How to Request a Room in the BSB



The screenshot shows a web application interface with a dark green header. The header contains navigation tabs: Home, Calendars, Academics, Events, Reporting, and Settings. The user's name, Natasha\_Howard, is displayed in the top right corner. A dropdown menu is open under the 'Events' tab, with 'Request Event' highlighted in a red box. The main content area is divided into two columns. The left column, titled 'Today's Events', lists two events: 'Faculty Reservation' (12:00 AM - 05:00 PM, LAW 301) and 'HOLD for Technology Upgrades' (12:00 AM - 11:59 PM). The right column, titled 'Navigation Tips', contains a 'Calendar Color Legend' with three items: 'Academic Sections will be BLUE', 'Cross-listed Academic Sections will be ORANGE', and 'Events will be GREEN'. A large yellow and green logo is visible in the background of the main content area.

Home Calendars Academics **Events** Reporting Settings Natasha\_Howard ?

Event Management Admin  
Events Event Request Forms  
**Request Event** Help  
Notifications

Today's Events

Request Event ▾

12:00 AM - 05:00 PM  
Faculty Reservation Jul 11  
LAW 301

12:00 AM - 11:59 PM  
HOLD for Technology Upgrades Jul 11

Navigation Tips

**Calendar Color Legend**

- Academic Sections will be **BLUE**
- Cross-listed Academic Sections will be **ORANGE**
- Events will be **GREEN**

# How to Request a Room in the BSB

The image illustrates the initial steps of the Event Request Wizard. The left screenshot shows the 'Event Request Wizard' dialog box with the message 'Welcome to the Event Request Wizard. Please select an Event Request Form to begin.' and a dropdown menu for '\* Event Request Form:' set to 'Select...'. Below the dropdown are 'Next' and 'Cancel' buttons. A large yellow arrow points to the right screenshot, which shows the same dialog box but with the dropdown menu open, displaying a list of request forms. The 'BSB Room Request Form' is highlighted in green. The list includes: BDSC Event Request Form, BSB Departmental Request Form, BSB Room Request Form, BSB Room Request Form - Copy, Business Department Event Request Form, Meyer Conference Center Event Request Form, Music Room Request Form, and Paul L. Foster Campus Event Request Form. At the bottom of the dropdown menu, there are navigation icons and the text 'Page 1 of 1'.

# How to Request a Room in the BSB

## BSB Room Request Form

Please fill out the following form. Request cannot be made less than 3 days before the date of the desired reservation.  
\*\*To make changes previous request, email [bsb@baylor.edu](mailto:bsb@baylor.edu), and include request or reservation number\*\*

### Contact Information

\* Department/Organization Name:

\* Contact Name:

\* Contact Email:

\* Contact Phone:

\* Student Organization Advisor/ Faculty Member

\* Advisor/ Faculty Member Email

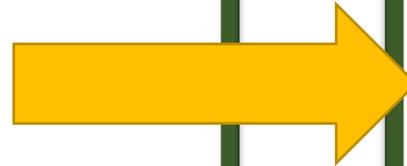
### Event Details

\* Event Name:

\* Event Description:

\* Event Estimated Attendance:

Use following Event name format:  
Name of organization or graduate or faculty + name of event  
Ex. BMSA General Meetings or N. Howard Defense or Dr. Becker Research Meeting



## FOOD IS NOT ALLOWED IN ANY CLASSROOM IN THE BSB.

\* Add a Meeting:

No meetings created.

Multiple Rooms:  
Click the "Assign a Room" tab after adding the date and time to request a specific room. If the room requested is not available, an alternate room, based on availability, will be assigned or other recommendations made.

If more than one date and time are needed, click "Add a Meeting" tab and enter the information, followed by adding a requested room for each addition.

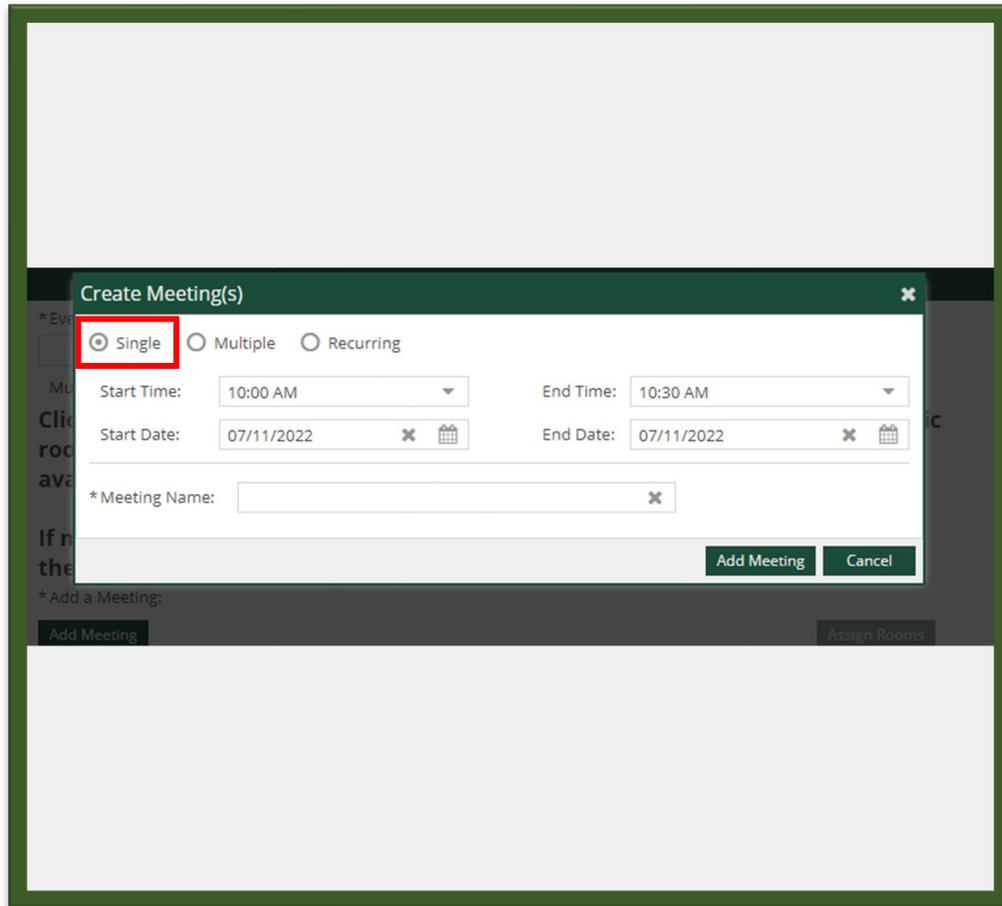
### Room and Resource Needs

A/V Needs

### Other Information

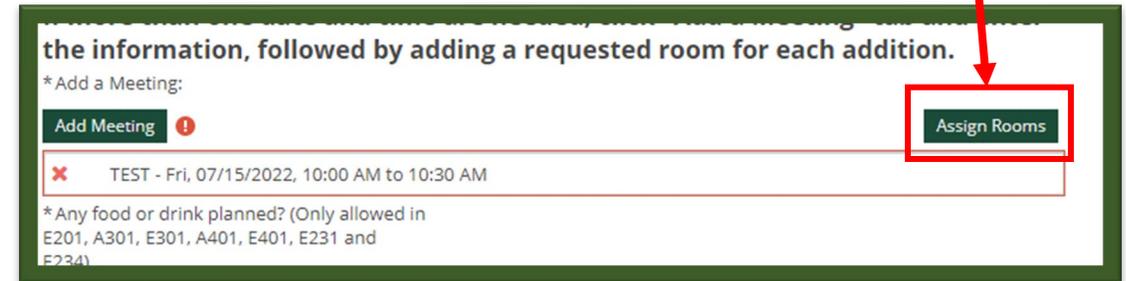
Additional Information:

# How to Request a Room in the BSB – Single Meetings



The screenshot shows a 'Create Meeting(s)' dialog box. At the top, there are three radio buttons: 'Single' (which is selected and highlighted with a red box), 'Multiple', and 'Recurring'. Below these are fields for 'Start Time' (10:00 AM), 'End Time' (10:30 AM), 'Start Date' (07/11/2022), and 'End Date' (07/11/2022). There is also a 'Meeting Name' field. At the bottom right of the dialog are 'Add Meeting' and 'Cancel' buttons.

Click to request a specific room



The screenshot shows a meeting details page. At the top, it says 'the information, followed by adding a requested room for each addition.' Below this is a section titled '\* Add a Meeting:' with an 'Add Meeting' button. A list of meetings is shown, with one entry: 'TEST - Fri, 07/15/2022, 10:00 AM to 10:30 AM'. Below the list is a note: '\* Any food or drink planned? (Only allowed in E201, A301, E301, A401, E401, E231 and E234)'. At the bottom right, there is an 'Assign Rooms' button, which is highlighted with a red box and has a red arrow pointing to it from the text above.

# How to Request a Room in the BSB – Multiple Meetings

**1. Choose time of the multiple dates**

**2. Choose the dates for the time selected**

**3.**

**4. Enter a name for this group of dates**

**Meeting Group Name**

Please enter a meeting group name:

Monday Test Group

OK Cancel

\* Meeting Name:

Add Meeting Cancel

# How to Request a Room in the BSB – Multiple Meetings – Repeat steps for another group of dates

**1. Choose time of the multiple dates**

**2. Choose the dates for the time selected**

**3.**

**4. Enter a name for this group of dates**

**5.**

The image displays two overlapping screenshots of the 'Create Meeting(s)' application window. The left screenshot shows the 'Multiple' radio button selected and a calendar for October 2022 with dates 5, 12, 19, and 26 highlighted. A 'Meeting Group Name' dialog box is open over the calendar. The right screenshot shows the 'Add Meeting' button highlighted. A list of meetings is visible in the background, including 'Monday Test Group' and 'Wednesday Test Group' with their respective dates and times.

# How to Request a Room in the BSB

**FOOD IS NOT ALLOWED IN ANY CLASSROOM IN THE BSB.**

\*Add a Meeting:

**Add Meeting**  **Assign Rooms**

-   Monday Test Group
  -  Mon, 10/03/2022, 03:00 PM to 04:00 PM
  -  Mon, 10/10/2022, 03:00 PM to 04:00 PM
  -  Mon, 10/17/2022, 03:00 PM to 04:00 PM
  -  Mon, 09/26/2022, 03:00 PM to 04:00 PM
-   Wednesday Test Group
  -  Wed, 10/05/2022, 03:00 PM to 04:00 PM

Multiple Rooms:

**Click the "Assign a Room" tab after adding the date and time to request a specific room. If the room requested is not available, an alternate room, based on availability, will be assigned or other recommendations made.**

**If more than one date and time are needed, click "Add a Meeting" tab and enter the information, followed by adding a requested room for each addition.**

**Assign Room**

Filter

Show Current Filter  Search

CLASSROOM Rooms in BSB

Room Options

- Show Only Available Rooms
- Show Shared Rooms
- Show Alt Room Configs

Capacity:

Between  and

Campus  

Building   Clear 

Room  

Region  

Room Type   Clear 

Feature  

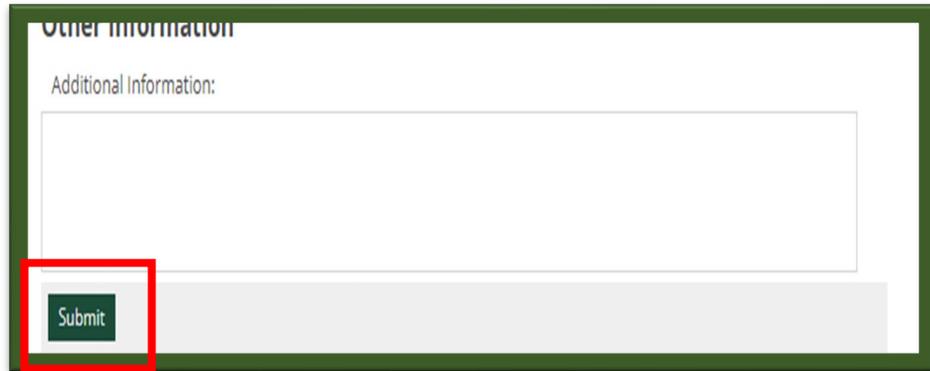
Room	Test	Test
BSB D110	9/26/2022-10/17/2022 M 3:00-4:00pm	9/28/2022-10/19/2022 W 3:00-4:00pm

**Choose from available rooms generated for requested date(s) and time(s)**

Page 1 of 1

OK Cancel

# How to Request a Room in the BSB



The image shows a screenshot of a web form. At the top left, the text "Other Information" is displayed. Below it, the label "Additional Information:" is followed by a large, empty text input field. At the bottom left of the form, there is a green "Submit" button, which is highlighted with a red rectangular border.

- Allow 3 business days for requests to be processed
- If changes to requests or approved requests are needed, email [bsb@baylor.edu](mailto:bsb@baylor.edu). Do NOT submit a second request.