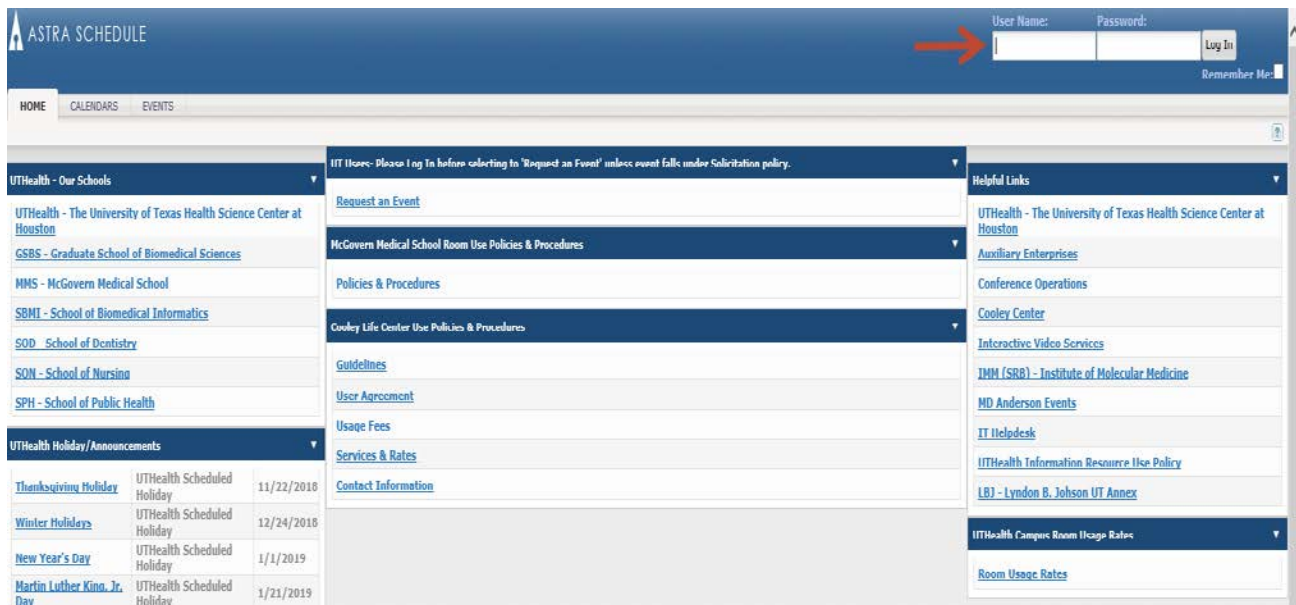


ASTRA Instructions

To schedule a room at the School of Public Health’s Reuel A. Stallones (RAS) building, please follow the instructions below. Requests should be submitted at least **two weeks prior** to the date of your presentation or defense.

If you encounter any issues, please contact Bonnie Schoenbein at 713-500-9041.

1. Click [here](#) to log in to ASTRA with your UTHealth username and password.



ASTRA SCHEDULE

User Name: Password: Remember Me

HOME CALENDARS EVENTS

IT Users- Please Log In before selecting to 'Request an Event' unless event falls under Solicitation policy.

[Request an Event](#)

McGovern Medical School Room Use Policies & Procedures

Policies & Procedures

Cooley Life Center Use Policies & Procedures

Guidelines

User Agreement

Usage Fees

Services & Rates

Contact Information

Helpful Links

UTHealth - The University of Texas Health Science Center at Houston

Auxiliary Enterprises

Conference Operations

Cooley Center

Interactive Video Services

IMM (SRB) - Institute of Molecular Medicine

MD Anderson Events

IT Helpdesk

UTHealth Information Resource Use Policy

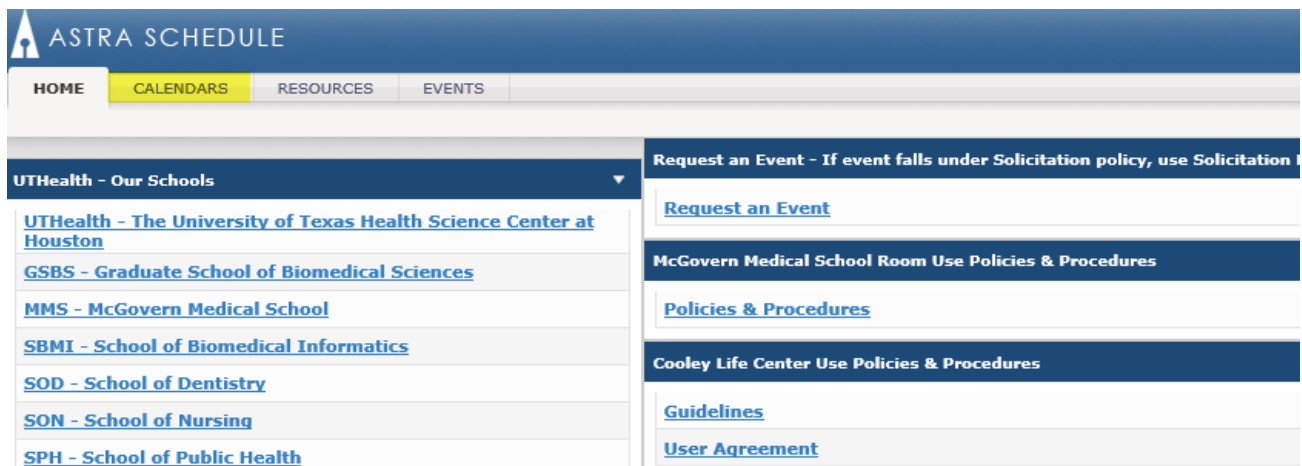
LBJ - Lyndon B. Johnson UT Annex

UTHealth Campus Room Usage Rates

Room Usage Rates

UTHealth Holiday/Announcements	UTHealth Scheduled Holiday	Date
Thanksgiving Holiday	UTHealth Scheduled Holiday	11/22/2018
Winter Holidays	UTHealth Scheduled Holiday	12/24/2018
New Year's Day	UTHealth Scheduled Holiday	1/1/2019
Martin Luther King, Jr. Day	UTHealth Scheduled Holiday	1/21/2019

2. Click on the “Calendars” tab.



ASTRA SCHEDULE

HOME CALENDARS RESOURCES EVENTS

UTHealth - Our Schools

UTHealth - The University of Texas Health Science Center at Houston

GSBS - Graduate School of Biomedical Sciences

MMS - McGovern Medical School

SBMI - School of Biomedical Informatics

SOD - School of Dentistry

SON - School of Nursing

SPH - School of Public Health

Request an Event - If event falls under Solicitation policy, use Solicitation

[Request an Event](#)

McGovern Medical School Room Use Policies & Procedures

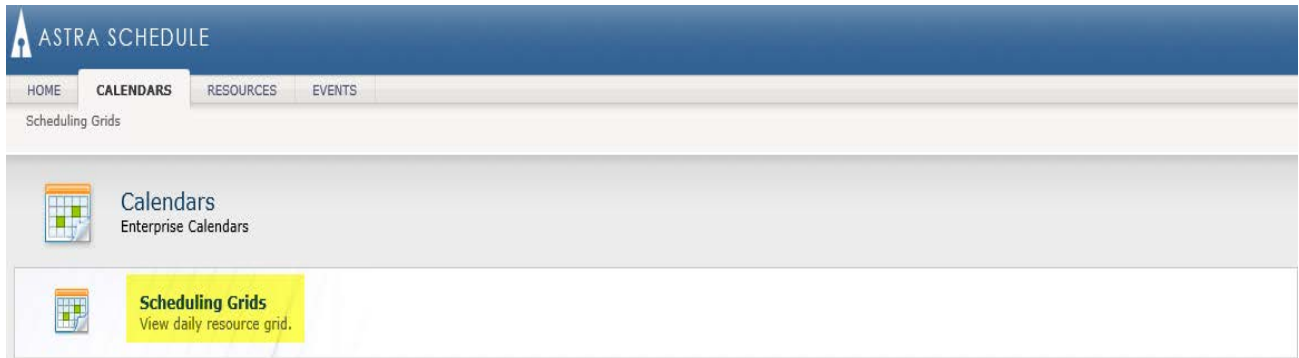
[Policies & Procedures](#)

Cooley Life Center Use Policies & Procedures

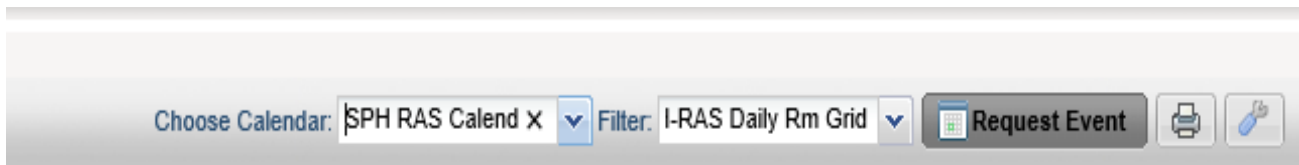
[Guidelines](#)

[User Agreement](#)

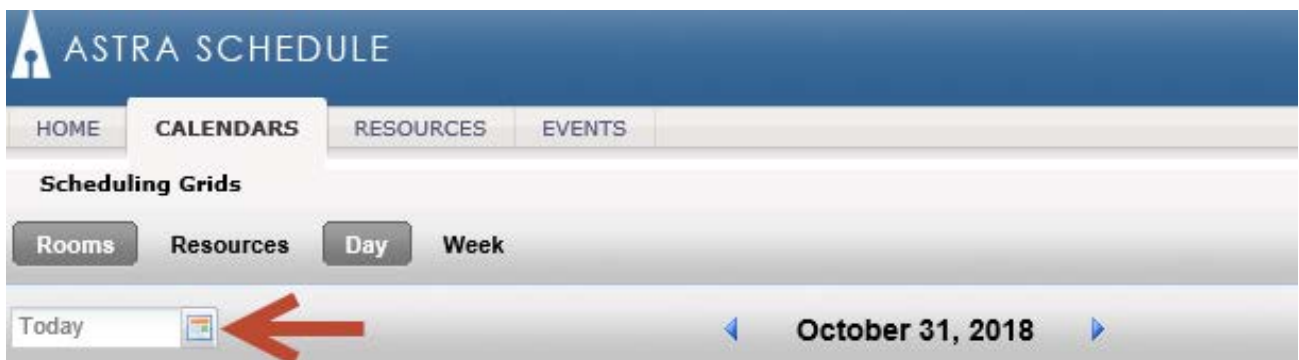
3. Click on "Scheduling Grids".



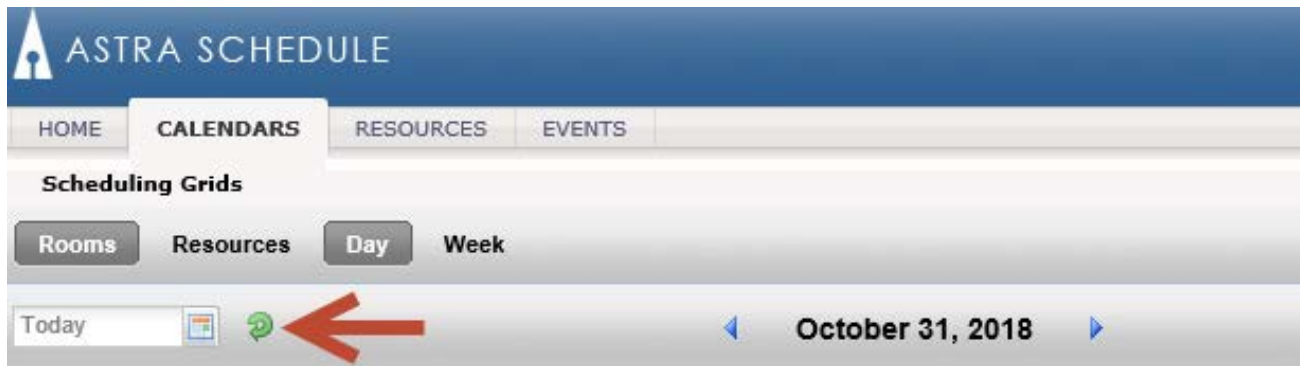
4. Select "SPH RAS Calendar" from the "Choose Calendar" drop-down menu.



5. Select the desired date by clicking on the calendar icon.



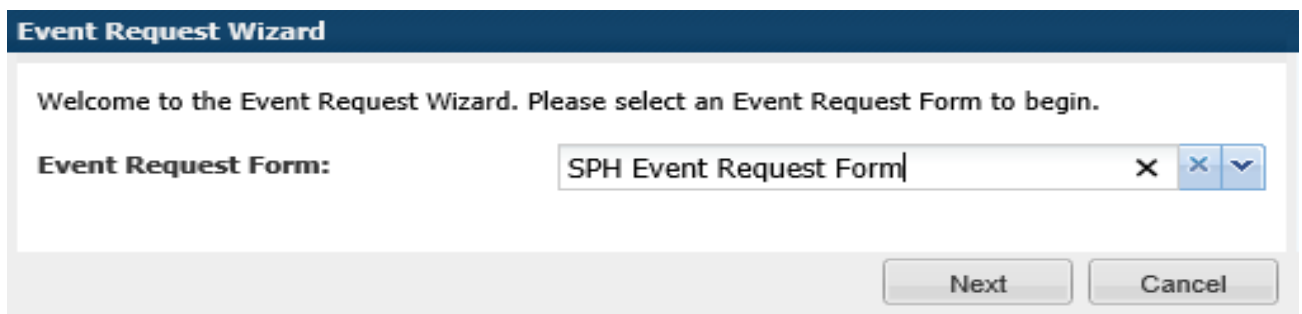
- Once the date is selected, click on the green arrow to update the calendar.



- Review the room types, capacity and times they are available. Make a note of the room number that you will request and click on "Request Event".



- Select "SPH Event Request Form" from the "Event Request Form" drop-down menu and click "Next".



9. Fill out the form and submit your request.

Event Request (SPH Event Request Form)

Welcome to the School of Public Health event request form. Please complete the following questions. ***All SPECIAL EVENTS (including VIP guests, legislators, large groups) require notification of the UTSPH Dean's Office

Event Information

Will there be vendors attending event?:

If yes/maybe, cancel above & use Guest/Vendor form: If Vendor Participation - You Must Complete Guest/Vendor Form

Contact Name:

Contact Phone:

Contact Email:

UTHealth Department Sponsor:

Sponsor Contact Name & Phone:

What is the Date of the Event?:

Event Name:

Start Time of Event (include set-up time):

Duration of Event:

Event Description:

How many attendees are expected?:

If known, please specify room preferences:: Provide your room number here

Will there be alcohol at your event?:

[If yes, please fill out Alcohol Form](#)

Please provide any additional comments or questions regarding your event:

Please state if your room needs ITV here |

You will receive an automated email from uth.astra@uth.tmc.edu stating your request has been received. A second email will be sent once your request has been approved. Please contact Bonnie Schoenbein at 713-500-9041 if you have any questions.