# Ad Astra Instructions

Go to [Astra Schedule - Home Page (aaiscloud.com)](#)

Log in at the upper right-side of the web page using your existing MU username and password.

After logging into Ad Astra, the first page you'll see will likely be the main landing page. In any case, to access the room scheduling grid:

1. Click on "Calendars", the second of four available options in the top green tab. This introduces a drop-down menu.
   a. If you've accessed it recently, the option will be available as a "Recent" item in the Home tab.
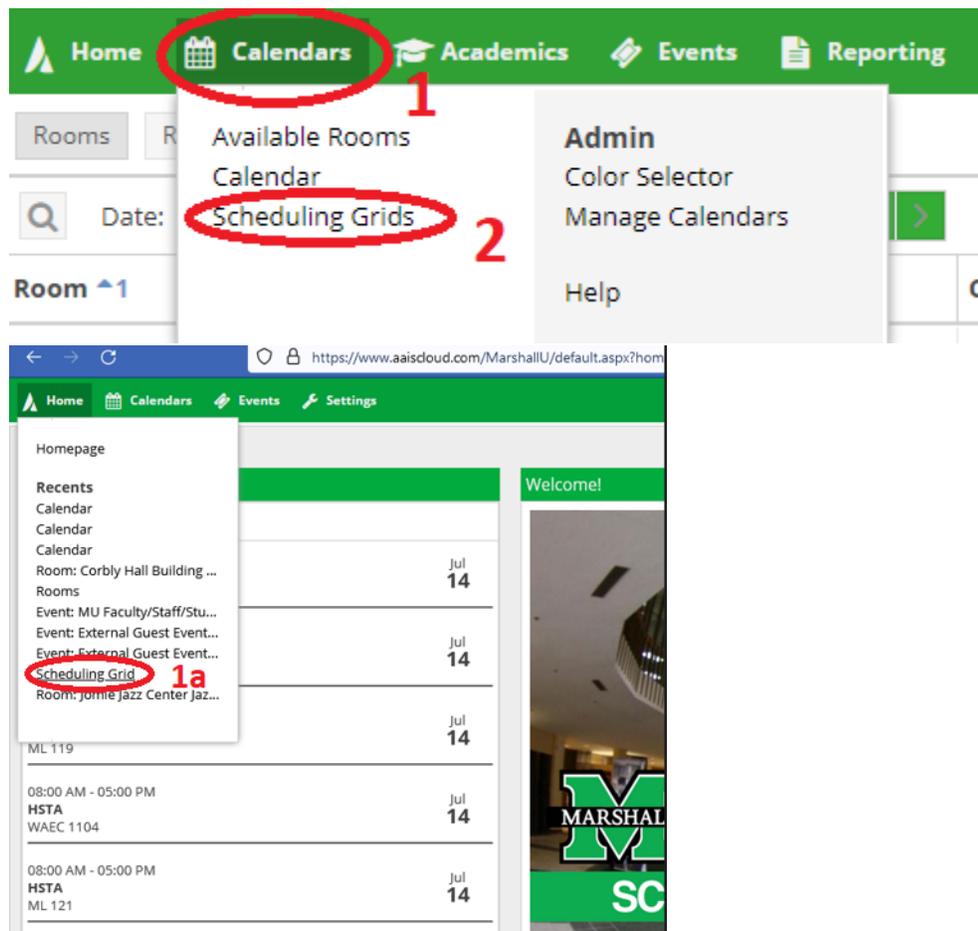
2. Click on "Scheduling Grids".
3. The Scheduling Grid allows you to see every room and its availability for today's date. You can filter and find availability for future dates.
4. Click on the "Advanced Search" icon located in the upper left.
5. You will see different location filters that can be used.
6. When setting location filters, more than one option can be selected to provide a wider array of options, such as two buildings or two rooms. Filters include the following:

a. **Campus**: Specifies a campus. If searching for particular buildings, then you do not need to use campus as a filter.
b. **Building**: Specifies a building.
c. **Room**: Room numbers specify the building that particular room is housed in.
d. **Capacity**: If seeking a building with a specific capacity in mind, a range can be set between two numbers to narrow the search.
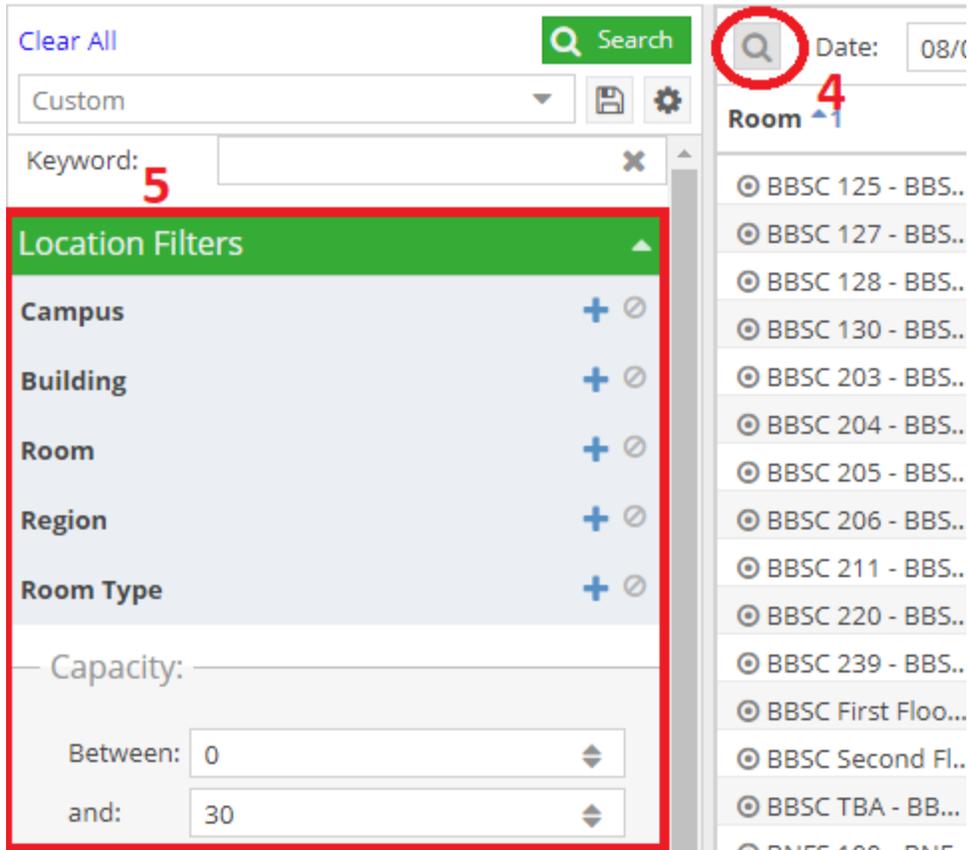
e. You can clear the existing filters, elect new ones and click on the update results to see new results.