Please use the following instructions to check on availability of a room prior to making a reservation request.

1) Click on Guest page from the NDUS login page.

N O R T H UNIVERSI	DAKOTA TY SYSTEM
Campus Connection Log In NDUS Campus Connection requires authentication using your NDUS identifier.	Trouble Logging In? If you are experiencing any difficulties getting logged into the system, please use the links below.
	NDUS System Status
Password	User ID and Password Help
I agree to the terms of the User Agreement	Send email to Help Desk
Log In	Guest Page

2) Click on the AdAstra Room Scheduler tile from the Guest Homepage.

AdAstra Room Scheduler	

3) Click on "Calendars" tab.



4) Choose Calendar: "NDSU Scheduling Grid".

Rooms Resources Day	Week				Choose C	alendar: N	DSU Schedu	iling Grid	- X	Filter:	NDSU Regis	strar Sch	r X
Q Date: Today	× 🛗	C	November 29, 2018 👻 📏										
Room 1	Buildin	Campus	Туре	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 PI
	AG&	NDSU1	Lecture Room	48				ABE	N 684/01_	ENGL 120/	03_ ENGI	120/10	ABEN 48

5) Click on magnifying glass for advanced search criteria.



6) Use the to add building and room you wish to check on. You can select only building to view all rooms or select a specific room to view.

🛦 Home 🎬 Calendars 🛷 Events 🗲 Setti	ngs
Rooms Resources Day Week	Choose Ca
Show Current Filter Q Search	Q Date: Today 🗶 🏥 🥰 <
default 👻 🖺 🕯	Room 1 Buildin Campus
Keyword: 36	▲
Location Filters	
Campus 🕤 🛛 🖓 Ciear 🕂 🖉	
Building 🕂 🖉	Select Items X
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Region 1 Clear + 0	ABBOTT LRSC1
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- Capacity:	AG&BIOSYS
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Resource Filters	ALLEN LIB VCSU
Resource Type 🕂 🗸	ANPC V
Resource Category 🕂 🖉	≪ < > ≫ 2 1-500 of 650 Done

7) Click on "Day".



8) Select the date that you would like to search on. Click "Search" once day is selected to bring up that day.



9) Hover over a blue square to view details of the class reserved for that time. Blue squares indicate classes and green squares indicate events. For this example, Ag & Biosys 201 is available from 2:00 - 3:00 pm and from 4:00 pm on.

11/23/2015 × 🔁	9			4	Nove	mber 23	3, 2015	•							
Deere	T	0	C:00 AM	7.00 444	0.00 414	0.00 414	40.00 41	44.00 44	40:00 D	4.00 PM	0.00 PM	0.00 PM	4:00 PM	5-00 PM	
Room 🔺	туре	Capa	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6
AG&BIOSYS 201	Lecture Room	48			ASM (ENGL	ABEN	ABEN	ASM 1	ENGL		MATH			

10) To request your event, click on the Request Event Button to complete the NDSU Event Request form.



11) Select either NDSU Faculty/Staff Event Request Form or NDSU Student Event Request Form and click Next for form to open.

Event Request Wizard		
Welcome to the Event Request Wizard. Please select an Event Request Form to begin.		
* Event Request Form: NDSU Faculty/Staff Event Request Form	•	×
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Next	Canc	el
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Event Request Wizard		
Event Request Wizard Welcome to the Event Request Wizard. Please select an Event Request Form to begin.		
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