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| Instructions | <p>Complete all applicable sections.</p> <ul style="list-style-type: none"> Sign and date the form (user, supervisor and campus rep if applicable). Deliver signed request form to the applicable Astra Administrator to request approval of access. Access will <u>not</u> be activated until approvals are obtained. An email confirmation will be sent when access is granted. Astra Schedule Training is required for all Astra Schedule users. Training notification will be emailed. |
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| Completed by requesting user | <p>Personal Data: Please Print</p> <p>Last Name: _____ First Name: _____ MI _____</p> <p>ID# 988 _____ TITLE: _____ EXT: _____ CAMPUS: <input type="checkbox"/> STK <input type="checkbox"/> SFO <input type="checkbox"/> SAC</p> <p>EMAIL: _____@pacific.edu DEPT/SCHOOL _____</p> <p style="text-align: right;">_____</p> <p style="text-align: center;">Employee Signature Date</p> |
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| Completed by user's supervisor | <p><input type="checkbox"/> NEW – No Current Access</p> <p><input type="checkbox"/> ADD – Additional Access Requested for current End-User.</p> <p><input type="checkbox"/> REMOVE – Expire account, user no longer holds this position. Stop here, sign, scan and email to Event or Section Scheduling Astra Administrator.</p> <p><input type="checkbox"/> Regular Staff</p> <p><input type="checkbox"/> Temporary Casual, Expiration Date: _____</p> <p><input type="checkbox"/> Student, Expiration Date _____</p> <p>User needs access to perform the following job functions:</p> <p>EVENTS: <input type="checkbox"/> Query (view only) or <input type="checkbox"/> Data Entry (update) SECTION (academic): <input type="checkbox"/> Query (view only) or <input type="checkbox"/> Data Entry (update)</p> <hr/> <p>Authorization: I approve the access requested by the above employee. If the employee leaves the University or transfers to a different department, I will notify Event or Section Scheduling Astra Administrator so access is terminated.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">_____</td> <td style="width: 33%; border: none;">_____</td> <td style="width: 15%; border: none;">_____</td> <td style="width: 19%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Print Name Supervisor/Department Head/Dean/Director</td> <td style="border: none;">Approval Signature Supervisor/Department Head/Dean/Director</td> <td style="border: none;">Date</td> <td style="border: none;">Phone Ext.</td> </tr> </table> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">_____</td> <td style="width: 33%; border: none;">_____</td> <td style="width: 15%; border: none;">_____</td> <td style="width: 19%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Print Name Campus Representative (SAC, SFO) future use</td> <td style="border: none;">Approval Signature Campus Representative (SAC, SFO) future use</td> <td style="border: none;">Date</td> <td style="border: none;">Phone Ext.</td> </tr> </table> | _____ | _____ | _____ | _____ | Print Name Supervisor/Department Head/Dean/Director | Approval Signature Supervisor/Department Head/Dean/Director | Date | Phone Ext. | _____ | _____ | _____ | _____ | Print Name Campus Representative (SAC, SFO) future use | Approval Signature Campus Representative (SAC, SFO) future use | Date | Phone Ext. |
| _____ | _____ | _____ | _____ | | | | | | | | | | | | | | |
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| _____ | _____ | _____ | _____ | | | | | | | | | | | | | | |
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| Completed by Astra Administrator | <p>Access Type (select one) <input type="checkbox"/> QUERY (view only) <input type="checkbox"/> DATA ENTRY (update)</p> <p><input type="checkbox"/> Administrator <input type="checkbox"/> Event Scheduling <input type="checkbox"/> Section Scheduling <input type="checkbox"/> Technical Staff <input type="checkbox"/> View Only</p> <p>Building/Region _____</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>EVENT SCHEDULING ACCESS</p> <p>Signature: Administrator _____</p> <p>Print Name _____ Date _____</p> <p><input type="checkbox"/> request DENIED</p> </td> <td style="width: 50%; vertical-align: top;"> <p>SECTION SCHEDULING ACCESS</p> <p>Signature: Administrator _____</p> <p>Print Name _____ Date _____</p> <p><input type="checkbox"/> request DENIED</p> </td> </tr> </table> | <p>EVENT SCHEDULING ACCESS</p> <p>Signature: Administrator _____</p> <p>Print Name _____ Date _____</p> <p><input type="checkbox"/> request DENIED</p> | <p>SECTION SCHEDULING ACCESS</p> <p>Signature: Administrator _____</p> <p>Print Name _____ Date _____</p> <p><input type="checkbox"/> request DENIED</p> |
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Astra Schedule is a multi-user, on-line scheduling system that quickly determines suitable space for one-at-a-time bookings of both academic and non-academic events.

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| <p>Step 1 Requesting User</p> | <ul style="list-style-type: none"> ❖ Complete the Personal Data Section. ❖ Sign the Astra Schedule Access Form and forward it to your immediate supervisor for signature. |
| <p>Step 2 Requestor's Supervisor</p> | <ul style="list-style-type: none"> ❖ Complete middle section of the form. ❖ Describe the need for access based on the requesting user's job functions. ❖ Sign form. ❖ Forward form to campus representative (<i>SAC or SFO only</i>) <i>future use</i>. ❖ Forward form to the appropriate Astra Administrator. |
| <p>Step 3 Astra Administrator</p> | <ul style="list-style-type: none"> ❖ Once all requirements are met, the Astra Administrator grants or denies approval for his/her assigned access. If denying request make sure DENIED box is checked off. ❖ Astra Administrator defines access with query or update capability for Astra Schedule. ❖ Turn around time for processing the access form is typically two business days. ❖ Once Astra access request is approved the Astra Administrator will forward the form to the Astra Schedule Technical Staff (ASTS) to install Astra Schedule to the users desktop. Email notification preferred. ASTS turn around time is typically one full business day. ❖ Astra Administrator completes the process and emails the end-user (copy supervisor) to schedule overview and navigation training. |
| <p>Please note that issuing "generic" Astra schedule accounts is no longer possible. We will work with you to ensure that you can accomplish your business processing.</p> <p>Astra Schedule Overview and Navigation Training is Required for all Astra Schedule users.</p> | |
| <p style="text-align: center;">Astra Schedule Campus Representative</p> | |
| <p>Astra Administrators</p> | <p>Event Scheduling: Leslie Rudbeck Section (academic) Scheduling: Tricia isbill</p> |
| <p>ti/lr/cmr 7/09</p> | |