Welcome to the Ad Astra Training Program. We are looking forward to showing you the basic procedures to reserve space on campus. If you have not completed your training, we highly recommend attending to help you learn the many features of the program.

Below is the standard view you will see prior to logging in to the program. You will use your MYNU username and password.
Once you log in, to request space, please follow these procedures.

1. Review the NU Scheduling Calendar to see if the space you are inquiring about is available. The best calendar to review would be the scheduling calendar.
This is the view you will see once clicking on the scheduling calendar. Please be sure you are viewing the “all classes & All events in All rooms”

Please select if you would like to view the rooms from daily, weekly, or monthly.

It is recommended to select on your preferred date and scroll down to the room you are interested in requesting.

Notice all classrooms are in blue and all events are in green.

If you see that your preferred room is available, please proceed to the Event Request Form.

There will be a specific request form for every building. Please select the appropriate form and proceed.
Event Request
Requests a new event using a step-by-step, guided process.

Notification List
Removes, delays, and requests more information for event requests.
This is the request form for St. Vincent’s Hall. The first section will automatically be completed based on the department you have been assigned to. Please fill out ALL information. Many are yes/no answers. Everything with an * asterisks will be a required field.

Continue to complete the form by selecting one of the preapproved diagrams in the system from a drop down box. There are enough options for every facility.
Please select a preapproved diagram.

Select beginning day

Select beginning time
After you complete ALL questions, you will then proceed to select the day, time, and room requested.

Select ending day
If the same day, you do NOT need to click on the calendar

Select ending time
Click on Create and check the box on the left hand side of the room request.

You can now select your preferred room if it shows available.
Select “done” and you will receive this notification that your request has been submitted. **Expect to receive notification that your event has been approved within 48 hours.** If the approver has a question on your request, you will receive an email that we require more information from you. Michael Jeswald at mjjeswald@niagara.edu will be a direct resource for you should you have any questions on your event, and/or questions on how to input your information. He can also be reached at ext. 8704.