Ad Astra Request Form

Ad Astra is a University-wide system, some filtering pull-downs make the username search more efficient.

All requests for Registrar controlled rooms must go through the Registrar for approval. See https://www.sharepoint.iu.edu/sites/EventsScheduling/campusevent/default.aspx. Please be aware of this when filling out the form. You may not receive a confirmation until just prior to your event.

If you need equipment, technology help, or technical/facilities personnel assistance, please email sicehelp@indiana.edu. https://help.sice.indiana.edu/request/

Please see our event planning page here: https://uisapp2.iu.edu/confluence-prd/x/7QGIFQ

Does your event need to be on the school calendar? https://www.sice.indiana.edu/events/index.html

Questions? Contact sicehelp@indiana.edu for more information.

For quicker searching, choose the first letter of your last name. Then begin typing your last name in the Contact Name field.

Complete the Event Name, Event Type and Event Description.

This will autofill the section below.
Meetings types are tabbed as Single, Recurring, and Spanning. For a single meeting:
Choose the date and then click the ‘CREATE’ button.

Once the ‘Create’ button is clicked, the meeting will appear in this box.

Check the box to the left of the meeting.
Click ‘Assign Rooms’.
A pop-up window will show rooms in SICE that are available. Choose an available room.

Click SUBMIT at the top left portion of the screen. You will receive a meeting confirmation email from one of the calendar administrators.

Learn more about creating recurring or spanning events: [https://kb.iu.edu/d/aioj%20](https://kb.iu.edu/d/aioj%20)