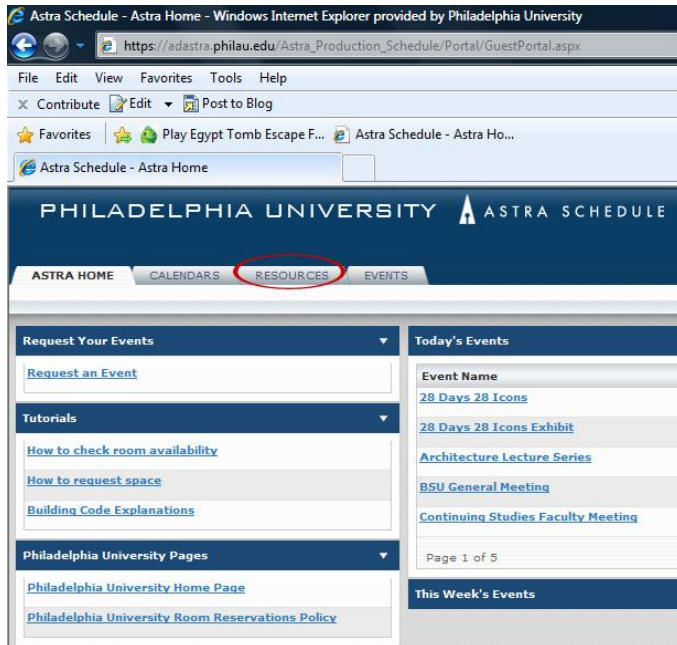
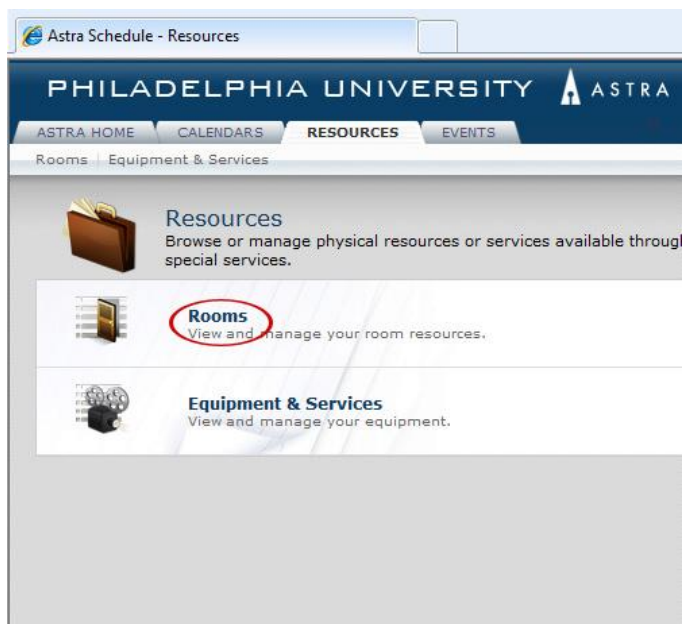


## HOW TO SEE ROOM RESOURCES ON AD ASTRA:

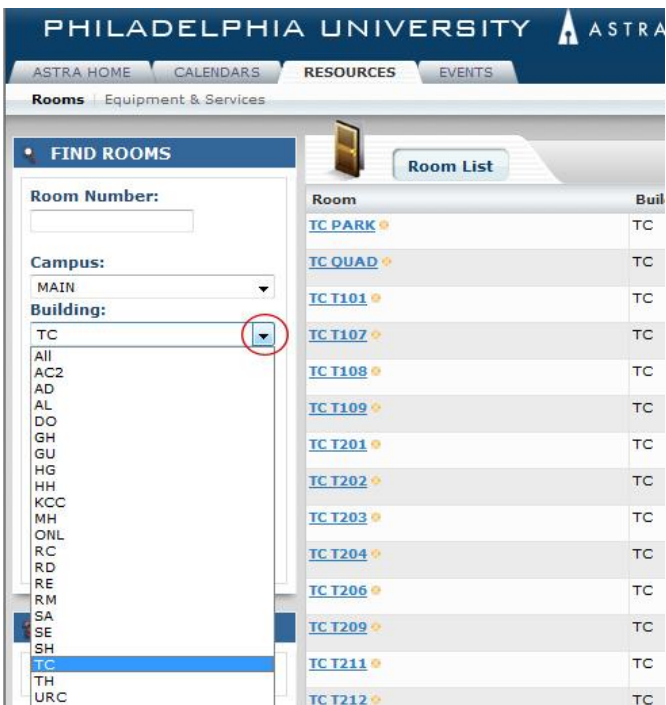
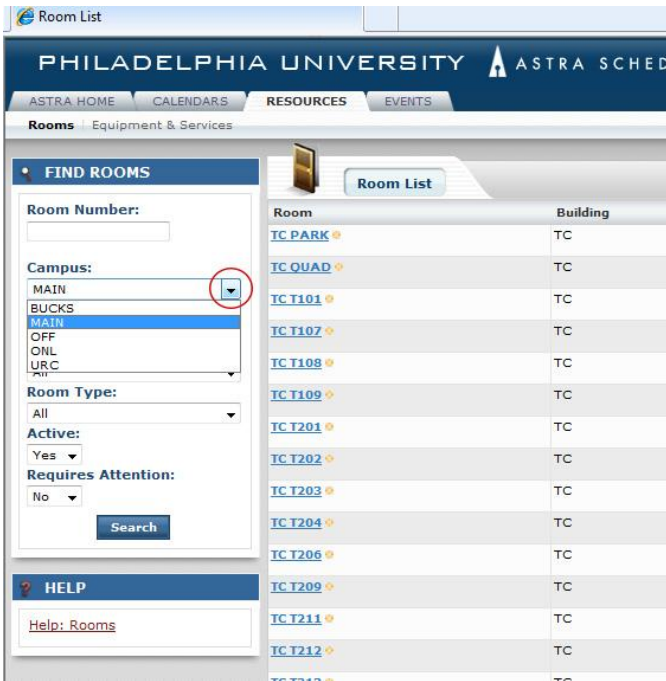
1. Go to the Room Reservations Home Page, which is [www.PhilaU.edu/Reservations](http://www.PhilaU.edu/Reservations)
2. Click on the Ad Astra icon in the top right-hand portion of the page.
3. The log-in portion of this page is for administrative purposes only. There is no need to log-in.
4. Click on the “Resources” tab.



5. Click on “Rooms”



6. Utilizing the “Find Rooms” section on the left side of the screen find the room you are looking for. In the “Campus” section, select ‘Main’ for Main Campus. In “Building”, select the building code that represents the building you would like to search.



7. Click on "Search".
8. You will then see all the rooms for the selected building. This page shows the room, building, campus, room type, and capacity. To find more specifics on a particular room, click on the blue link to the desired room.
9. On this screen you should see a picture of the room, room type, capacity, etc.
10. Scroll down until you see the "Configurations" section. If you click on the arrow next to the word it should expand the section. This section will provide you with any room configuration options,

if relevant. This section can also be found quickly by clicking on the “Configurations” option near the top of the page.

11. Scroll down to the “Features” section. If you click the arrow next to the word it should expand the section. This section will provide you with any AV or special features that are available in the space. This option can also be found quickly by clicking on the “Features” option near the top of the page.
12. To get back to main page scroll up to the top and click on the “Astra Home” tab.