ASU Reservations Quick Guide

Requesting an Account: **If you have an approved account, skip down to the next section (How to Log in).**
1. Go to https://reservations.angelo.edu
2. Click the green button on the right side that says, "Request an account"
   - Use the same username and password as you would for Ramport.
   - Choose how you are affiliated with the University and list all organizations that you would request space on behalf of.
   - Click "Request an Account" when finished. (You will see a message at the top that your data was saved successfully, and your account is currently pending).
   - Please Note: You will not be able to reserve a space until your user account has been approved.
3. You may log out at this time. Click your name in the top right and click "Sign Out".

How to Log in:
1. Go to https://reservations.angelo.edu
   - A link to the Reservations site can also be found in RamPort on the "Employee > Reserve a Room" page or under "Tools > Employee Tools".
2. Enter your Username and Password in the "Sign In" box on the left side.

You will navigate the ASU Reservations System with the numerous toolbars located in the banner on the left side of the webpage.

Home
- Site Home – A welcome to the Reservations Site with a short description of the toolbars
- My Home – A page with quick links to make reservation requests and views of your upcoming bookings

Browse
- Events – Renders a calendar of events for auxiliary space only
  - Change view of calendar by daily, weekly, or monthly calendar lists.
  - Use the Filter Button to narrow scope of search
- Locations – Shows when rooms are booked by day
  - Use the Filter Button to narrow scope of search (i.e. to search specific buildings/rooms)
  - Click on a room to view information about it, including setup type and capacity.

Create a Reservation
- Academic Room Request – to request use of academic space (for meetings, SI sessions, testing, etc.) This option is only available to Faculty/Staff members and requires 24 hours in advance of the event to submit a request.
- Facilities Request – use of auxiliary space for meetings, catered events, banquets, receptions, and special events. This option is available to all ASU members and requires 3 business days in advance of the event to submit a request.

- Self-Serve Conference Room Request Form – This option is only available to full time faculty/staff members and requires only 15 minutes advanced notice to reserve.
- UC Display Case Request – to request use of University Center Display Cases. This option is available to all ASU members and requires 3 business days in advance of the event to submit a request.

My Events
- Reservations – Look at the reservation requests that you currently have in the system
  - View location, customer, and current status of reservation
  - Use the search bar to search quickly through your list for a specific request
  - Add new bookings to your reservation by clicking the name of your reservation and choosing the option "New Booking."
  - Cancel your reservation by clicking on the name of your reservation and choosing the option "Cancel Reservation."
- Bookings – Look at the bookings that you currently have requested in the system
  - View location, time, and status
  - Use the search bar to search quickly through your list for a specific request

Links – Access additional information, resources, documents, and tools helpful to your reservation
- ASU Reservations User Guide
- ASU Reservations Quick Reference Guide
- Special Events Home Page
- Scheduling Staff Contact Information
- Policies and Guidelines
- Special Events Brochure
- University Center Floor Plan
- Facilities Fee Waiver Form
- Chartwells Catering Service
- Alcohol Request Form
- Solicitation Form
- TULIP Insurance Policy Instructions
- TULIP Insurance Policy Webpage
- TULIP Insurance Policy Brochure

Shortcuts and Helpful Hints:

-If you know your preferred room:
- Click the appropriate Request Form link from the home page
- Fill out date and time
- Click the "I Know What Room I Want" button
- Search for your room
-If you do not know your preferred room:
- Go to the "Create a Reservation" Tab

- Choose the appropriate Request Form
- Use the "Let Me Search For a Room" tab
  - Put in the number of people and preferred setup type for your event
- Browse rooms that fit your specifications until you find one you like

-You may also visit reservations.angelo.edu to go straight to the ASU Reservation home page:

- Use your ASU user name and password to access the ASU Reservations site

1. Go to reservations and Select Form
   - Academic Room Request or Facilities Request for auxiliary space
2. Enter Search Details and Click "Search" under Locations
3. Chose Room from available list
   - Show Results as List or Grid
4. Click on Next Step (or the Details Tab at the top) and enter Event Details and Customer Details
5. Submit Reservation
6. Visit View My Requests under Reservations to check on status, add services orders, or to make changes at any time.
7. Log out