Directions on the Resource Tab of the New Astra System

1. Open up Internet Explorer or Firefox and type in http://roomrequest.nku.edu.
2. Under Username and password – type in your NKU username and password before the @nku.edu. (example: NKU email – sureservations@nku.edu – will use the username sureservations)
3. Log In to the system.
4. Click on the “Resource” tab. Here you have two options. To either look at rooms on the campus or to see what equipment and services are available within specific buildings.
5. Click on “Rooms” Here you are sent to another page where you can search classrooms and event rooms to decide which room best suits your needs.
6. On the left side, you can search for a specific campus, building or room. I will now show you how to search for Student Union 104.
7. Select “HH” for Highland Heights campus. Pick the Building you want (I am selecting SU) and type in the room number you are looking for. Then click “Search.” The room you are searching for will appear under the “Room List”
8. If you run your mouse over the yellow dot next to the room name you will be shown the room details including the room type, capacity, features and how to reserve the space.
9. You can also click on the name of the room and be sent to a page with descriptions of the room. This page allows you to see room information, configurations/pictures of set ups, and features of the room.
10. If you now re-click the Resource tab, you will be sent back to the first page. Click on “Equipment and Services”
11. On the “Equipment and Services” page, there is a list of resources that the Student Union and University Center supplies to specific rooms. Make sure to note in your room request if you need specific equipment or services (i.e. AV Tech, podium, PowerPoint, microphone, e-clips, etc.)