

Reserving Rooms at McGovern Medical School

Application Access

To access UTHealth Scheduler Application, perform the following:

1. Using web browser, enter the following link to access UTHealth Scheduler Application site:
Schedule.uth.tmc.edu
2. UTHealth Internal users will log in using their LDAP UID and password issued by UTHealth. (This is the same user name and password used to access UTHealth email account.)
3. Click **Log In** button.

Viewing Calendars for Room Availability

To prepare for requesting rooms, check McGovern Medical School buildings' room calendars for availability by performing the following steps:

1. Log in using your UTHealth LDAP UID and Password (same as used to access UTHealth webmail).
2. From the **UTHealth Scheduler Home** screen, click on CALENDARS.
3. Select **Scheduling Grids**.
4. Select from the calendar drop down list on the upper right-hand side of the calendar to view the MMS rooms reserved by Conference Operations department for MSB, MSE, JIL, SRB(IMM), 3SCR(CABIR) and LBJ UT Annex buildings.
 - a. In weekly view, you must select the room you wish to view (for example: MSB 1.006).
 - b. Select the date that a room is needed for your event using the blue date box and the calendar will update to show the events taking place for the date selected.
5. If you wish to request a desired room after finding availability, please click on the 'Request Event' button located on the upper right-hand side of the calendar drop down list.



The event request forms can be accessed from the 'Homepage' or under the 'Events' tab.

Request a Room for Meeting/Events

To Request an Event in UTHealth Scheduler, you must complete an Event Request Form for the building in which you choose to hold your event. The following steps will assist UTHealth Internal Users through the process of requesting an event to be held in internally shared areas within McGovern Medical School's buildings.

1. Log in to the UTHealth Scheduler application.
2. Click on the **Request Event** button.
3. Select the event request form for the preferred building location from the drop-down menu.



If the event involves non-UT participants, vendors, a fee to attend, a fundraiser of any nature, or will take place after normal business hours, please submit the UTHealth Solicitation Form for approval to hold the event on campus.

4. Fill in all blanks in the **Event Information** section.
5. Click on the **Add Meeting** button or Add Meeting link to create your meeting/event instance.
 - a. **Single** allows user to create a one-time meeting instance.
 - b. **Multiple** allows user to create one or more independent meeting dates, or to create a meeting "group".
 - c. **Recurring** allows you to specify a recurring pattern to create a series.
6. Please fill in the following data:

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- a. Select the Start Time and End Time
- b. On the calendar, select the date(s) or recurrence needed for the event. Dates can be selected up to one year out.
- c. Click on **Add Meeting** to save created meeting(s).



Once meeting occurrence has been created successfully, the meeting information will appear in the adjacent box located on the right for each date selected.

7. Assign a room to the newly created meeting occurrence(s):
 - a. Click on the **Request Room** button.
 - b. In the pop-up window, select "Available" in the grid. (A green box with the word 'Selected' will let you know the room has been selected successfully.)
 - c. Click OK in the lower right-hand corner of the pop-up window. (If the room is assigned successfully, the room number will appear at the end of the meeting occurrence information line.)
8. Review the meeting information and occurrence(s).
9. Click on the **Submit** button at the bottom of the page.
10. Click on the **Done** button to return to the Astra homepage.

Once the Request Form has been successfully submitted, UTHealth Scheduler will send you a notification that your request has been sent to us successfully. Users do not have the ability to edit or cancel a reservation once the request has been submitted. If a change or cancellation is needed, please send an email with details of the change or cancellation request to ms.deancops@uth.tmc.edu including the name of the event.

ATTENTION: The room is not reserved until you receive a confirmation email from an UTHealth Scheduler.

For more information including step-by-step instructions with screenshots, please refer to **Ad Astra MMS Internal User Guide:** <https://med.uth.edu/cops/ad-astra-scheduler/>

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