

See below for a walkthrough of how to navigate the new site and access the features you will need. Those features being:

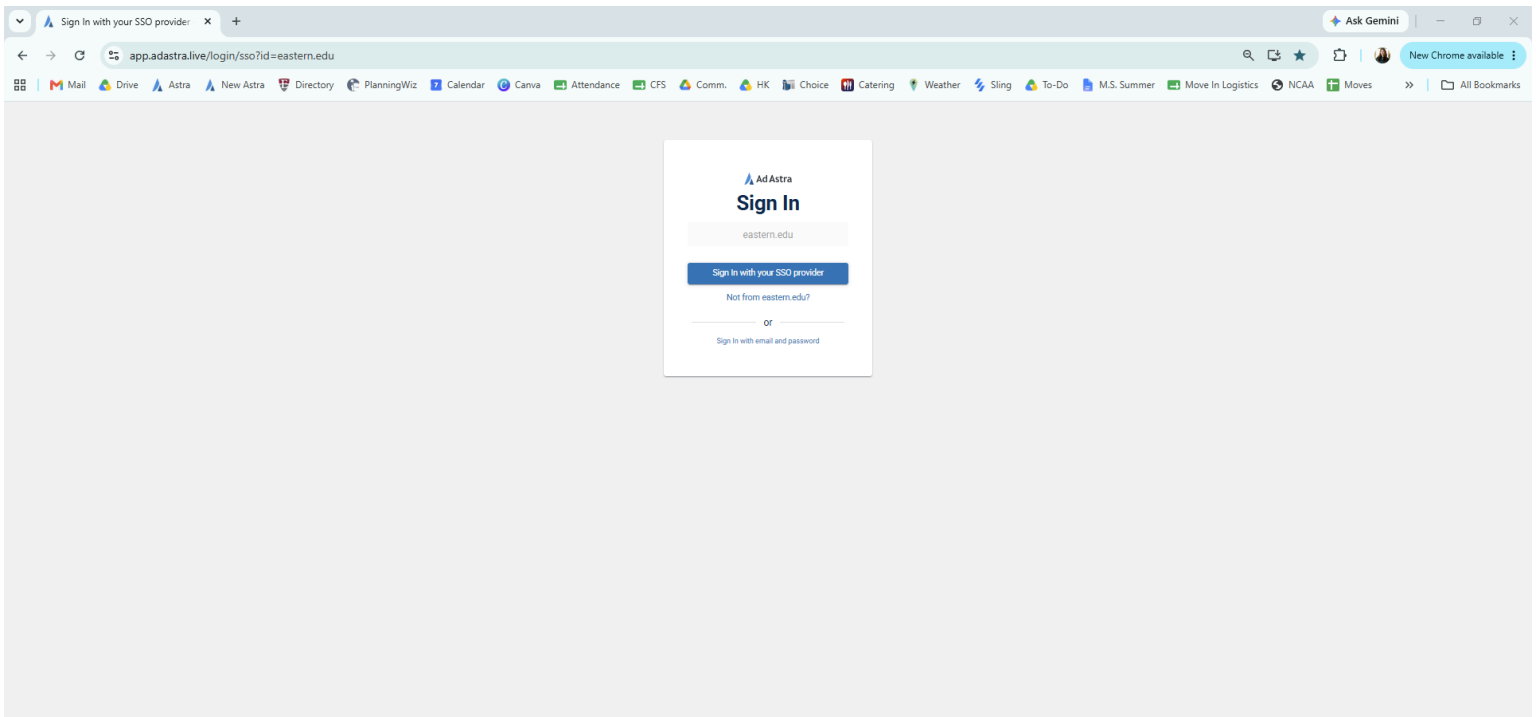
- An "Advanced View" of the calendar, which includes the course schedule imported from Colleague, all events, meeting etc., and lists all requestable campus spaces.
- The "Event Request Form," which is the one-stop-shop for all scheduling requests.

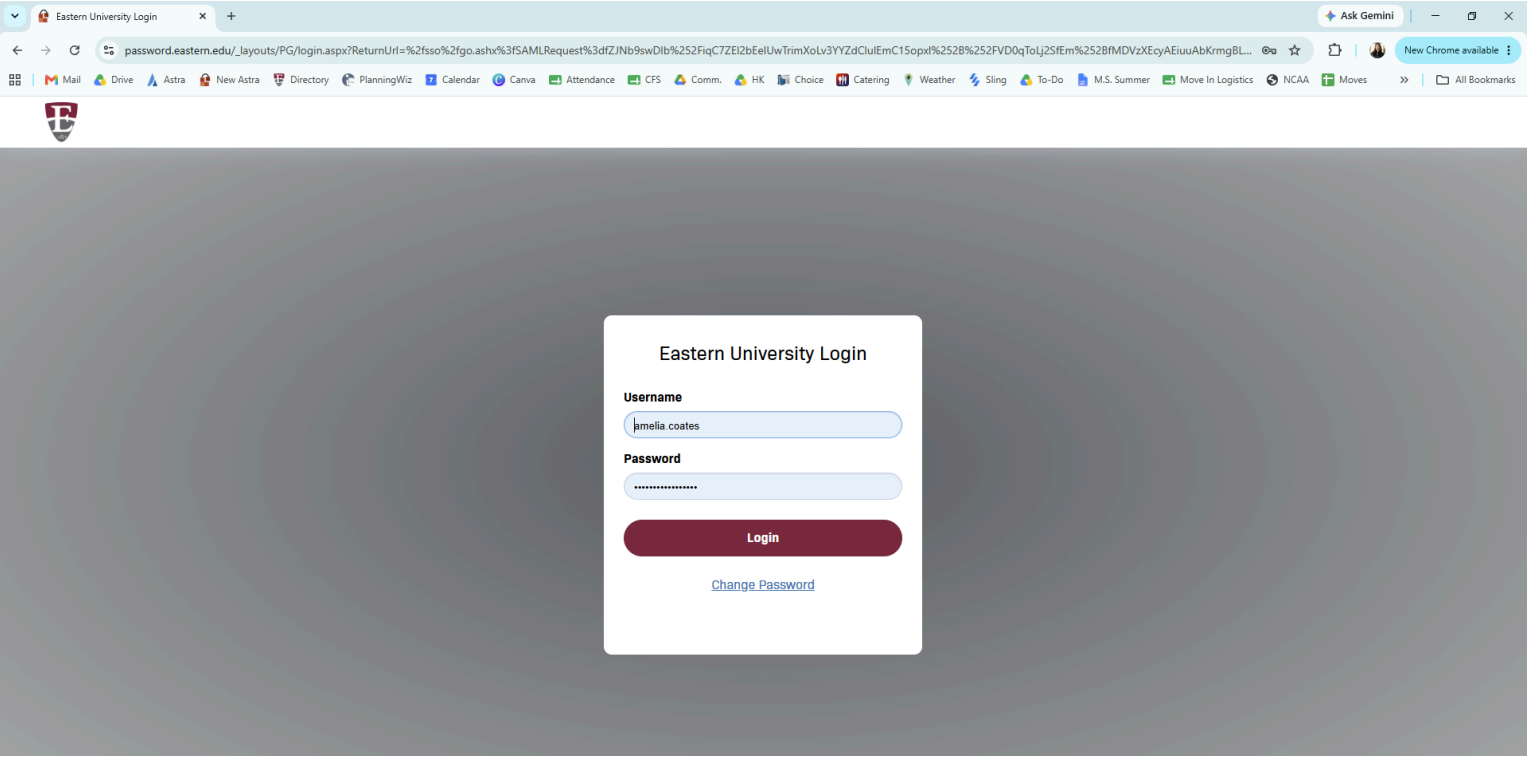
[Link for the new AdAstra site.](#)

You can also find this link at any time on the [EU website under Service Forms](#) and MyEastern Quick Links.

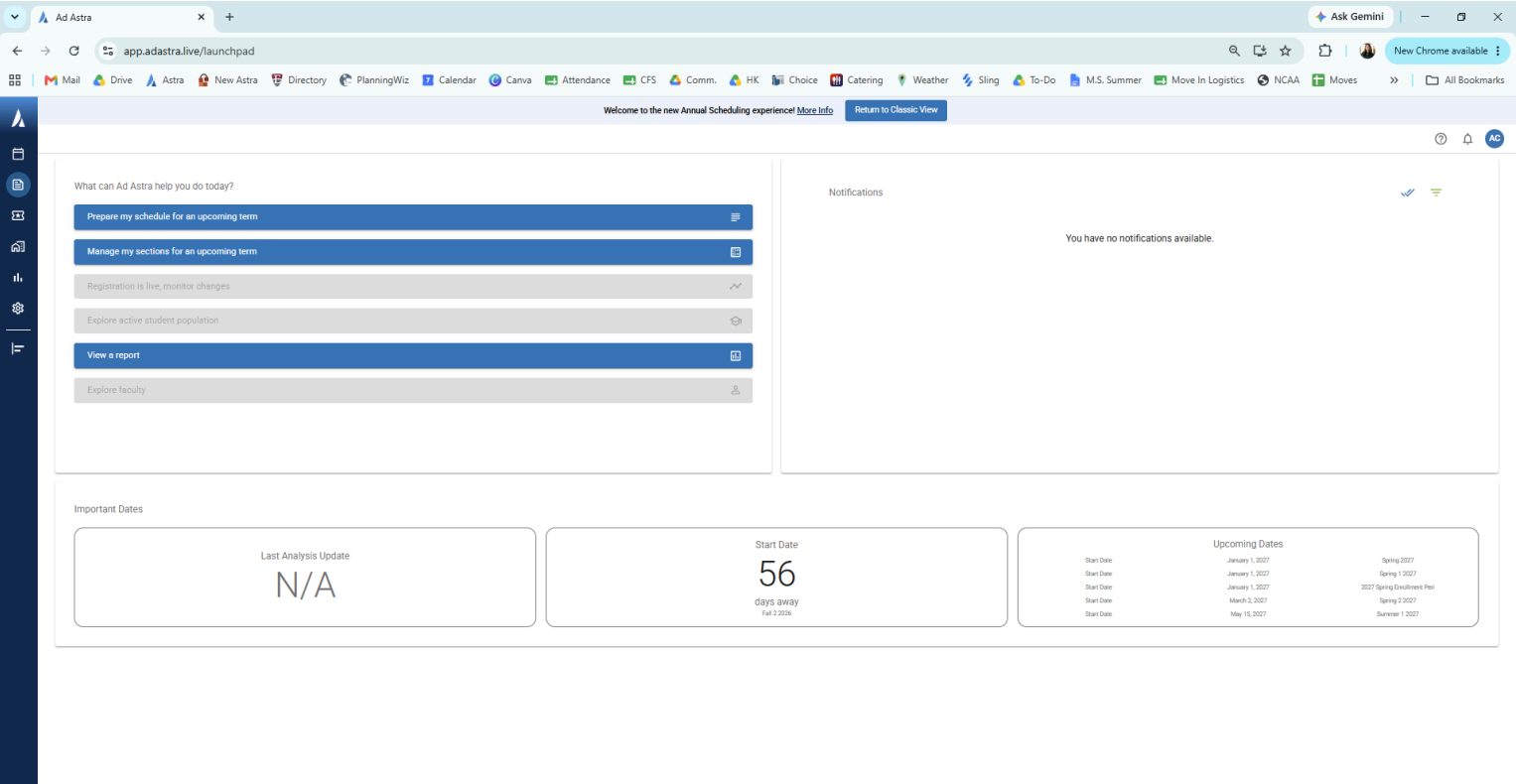
Important note: AdAstra is now mobile ~ the link provided above can also be viewed easily on your mobile device, no app necessary!

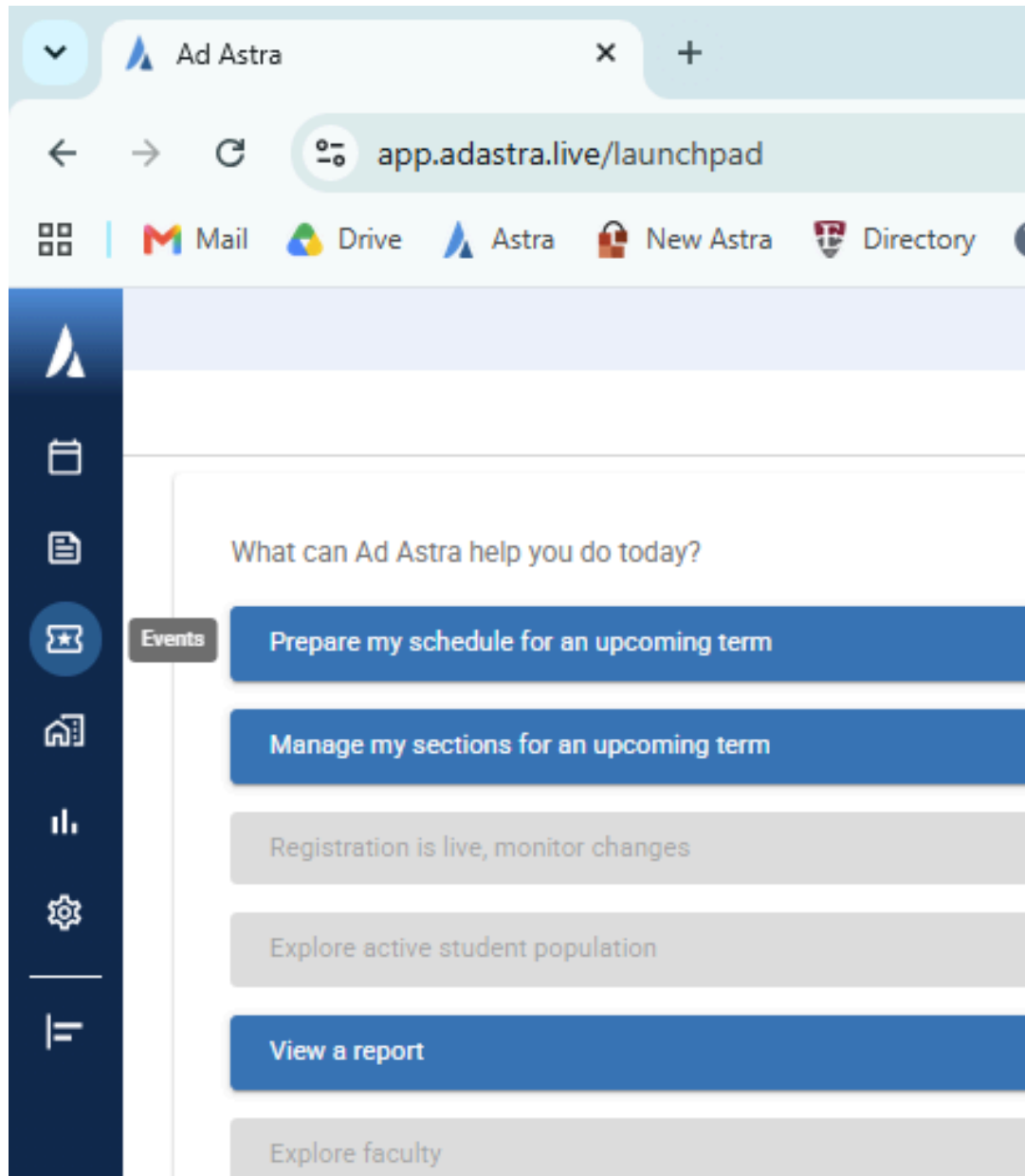
When you access the site for the first time, use the "Sign In with your SSO Provider" option in blue, and log in with your EU credentials. (Shown below)





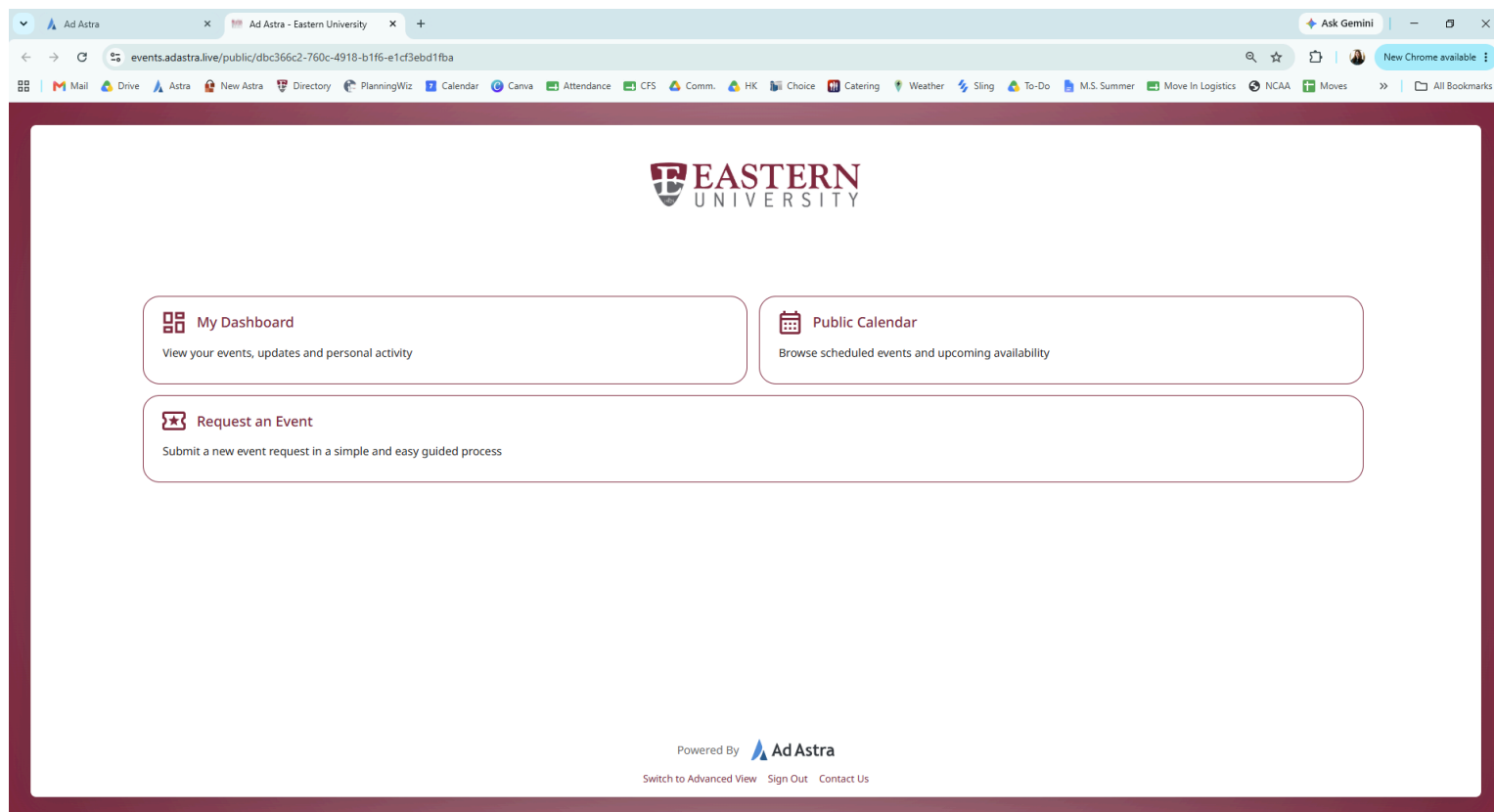
From there, it will take you to a screen with a blue sidebar. In the sidebar, there is a little ticket icon that says "Events" when you hover over it. (Shown below)





From that landing page, you have two options (Shown below):

- Option 1) Click "Request an Event" and fill out the form as directed.
- Option 2) Click at the bottom where it says "Switch to Advanced View" ~ that will show you the full scheduling grid.



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[Switch to Advanced View](#) [Sign Out](#) [Contact Us](#)

Option 1): The Event Request Form is fairly self-explanatory ~ please fill it out in its entirety, you will know that your request was submitted when the site gives you confetti!

Option 2): The Advanced View of the schedule shows all approved events and events waiting for approval; as well as the course schedule, Athletics schedule, and all other campus events. The default view is the "Calendar," but I recommend using the "Timeline" view as it most closely resembles the old software, which is a room by room and day by day of the campus

The screenshot shows the Ad Astra Calendar interface. The top navigation bar includes the Ad Astra logo, a sidebar menu with options like Calendar, Timeline, Events, Spaces, Groups, and Resources, and a main header with the title 'Calendar' and a date selector for 08/07/26. The calendar grid displays events for the month of August 2026. Key events include 'LFP Orientation', 'Admissions Visits', 'Preseason Practices (FH)', 'Preseason Practices (WSOCC)', 'Pinning Ceremony & Bye Bye Bite...', 'Collegiate Empowerment: Zero S...', and 'Fall Move-In'. The interface also features buttons for 'Today', 'Print', 'Hide Sections', and 'Filter'.

The screenshot shows the Ad Astra Timeline interface. The top navigation bar includes the Ad Astra logo, a sidebar menu with options like Calendar, Timeline, Events, Spaces, Groups, and Resources, and a main header with the title 'Timeline' and a date selector for 08/07/26. The timeline grid displays events for the month of August 2026. Key events include 'Fall Move-In' at St Davids Campus, McInnis Hall 105, 107, 121, and 202. The interface also features buttons for 'Today', 'Interval 60 min', 'Hide Sections', and 'Filter'.

To return to the EU Landing Page where you can create a request, select "Go to Public View" in the lower left-hand corner of the screen. (Shown below)

 Help	...agle Residence Hall 219 - Eagle Great Room	
 Go to Public View	St Davids Camp... › Fowler Hall	 
 Eastern University		
 Amelia Coates ^	St Davids Camp... › Fowler Hall ›	

To Ensure Success:

- Make sure you follow all of the instructions listed above, the Calendar icon option offered on the first screen you log into is not an accurate representation of the campus calendars, and should not be relied upon. This is a kink in the system the tech team is working on.
- The primary view of the calendar does not include the Course Schedule. You must select "Unhide Sections" in the top right-hand corner of the Calendar or Timeline.
- Event Requests may only be made by those with an Eastern email, therefore, you must be logged into the system via the SSO Sign-In, on your EU email, to create requests.