



Office of the  
University Registrar

Chubb Hall  
Athens OH 45701-2979

Complete Sections I – III. Return to Bob Bulow, Office of the University Registrar, Chubb Hall 110A.

**Section I – Employee**

1. Employee for whom access is requested.

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Personal Identification Number: P \_\_\_\_\_ Department: \_\_\_\_\_

Title/Classification: \_\_\_\_\_ Campus: \_\_\_\_\_

Oak ID: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_  
(Last) (First) (Title)

2. Do you have an ASTRA User Account from a previous position?  Yes  No

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II – Required Access**

1. What type of access do you need?

View Only

Update class information for the following course prefixes (include Tier III, (T3XX)) or campus:

\_\_\_\_\_

Schedule Events

Configure resources for department (events only)



### **What is ASTRA Schedule?**

ASTRA Schedule is a tool that interacts with the Student Information System (SIS) to coordinate scheduling rooms, sections, meeting time, instructors, resources, services, billing, and requests and notifications.

### **What is the access request and approval process?**

Any Ohio University employee requesting access should complete the Request for Access to Astra Schedule form and submit it to their Chair/Director/Dean who will sign and return to the Office of the University Registrar.

It is required that only the person identified on the request form will have access to the system; therefore, access must be requested individually. Access is issued to a user, not a position or workstation.

### **What are the responsibilities of the user?**

Each Astra user will use Oak ID and an Astra password. Each Astra user is responsible for securing his/her password. The User-ID allows the system to create an audit trail of transactions processed by the user; therefore, it should never be shared.

If an authorized user has forgotten his/her password or believes it should be changed due to a breach in confidentiality, he/she should contact Renee Coen, Office of the University Registrar, 593-4188 or [coenc@ohio.edu](mailto:coenc@ohio.edu).

### **What should occur when a user terminates employment in a department?**

The dean, department chairperson, or area director is responsible for maintaining the overall security of access to and release of information in his/her department. When a personnel change occurs, this person must notify the Office of the University Registrar to remove access when a user terminates employment or transfers to another department. A Request for Access to Astra Schedule form must be submitted for the personnel replacement.

### **What type of ASTRA training is available?**

#### **Academic Schedulers:**

After your request for access to Astra Schedule is approved, a trainer from the Office of the University Registrar will contact you to schedule training. Your User-ID and Astra password will be issued at your training. Training for academic schedulers will include how to add, modify, or delete a class section including start/end time, days met, maximum class size, building/room assignment, instructors, start/end date, instructor permission, class status, class notes, cross-listing, and section clusters.

#### **Event Schedulers:**

After your request for access to Astra Schedule is approved, a trainer from the Office of the University Registrar will contact you to schedule training. Your User-ID and Astra password will be issued at your training.