

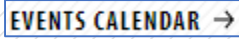
Millersville University Vehicle Request Process

Millersville University



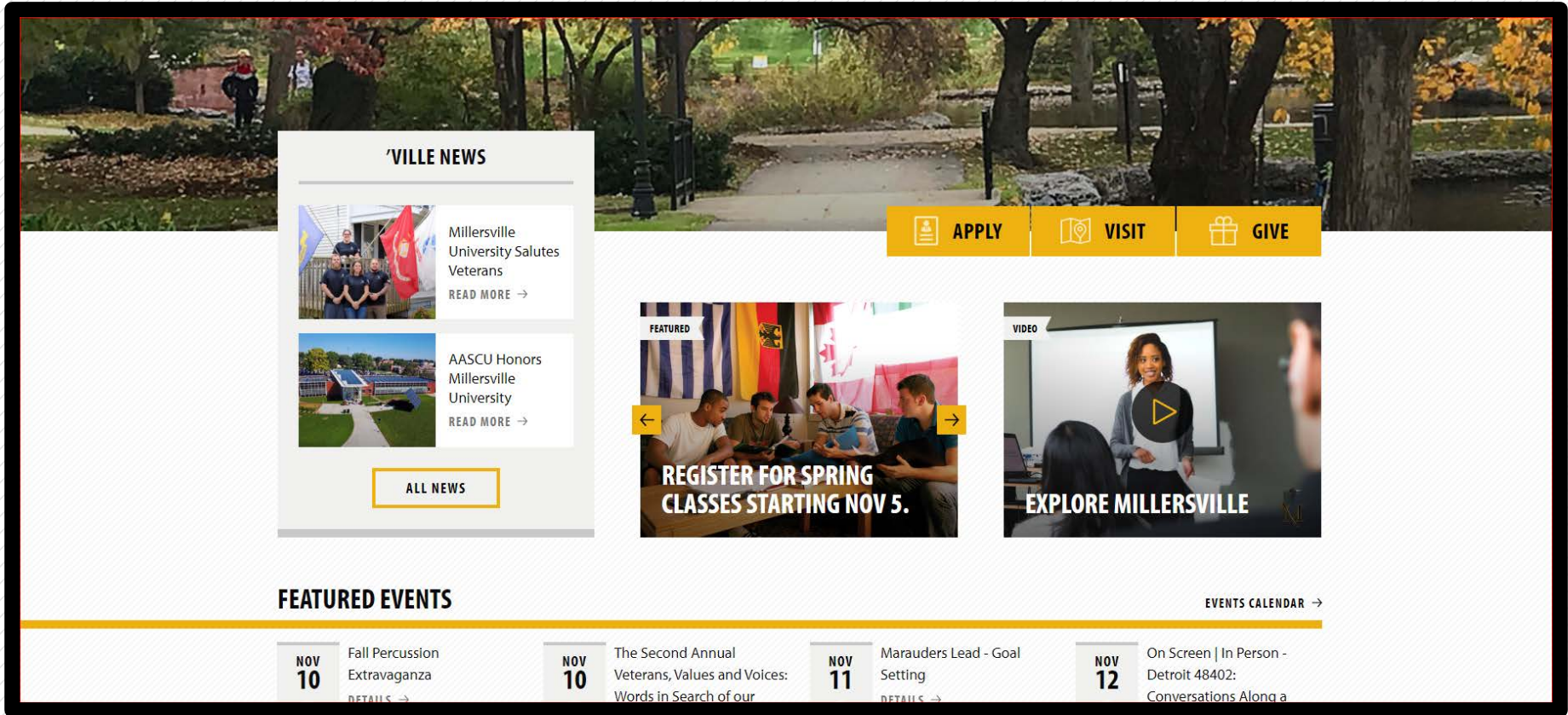
**Following are the steps to
request a Millersville
University vehicle.**

Summary 1 (for reference and printing)

1. Go to Millersville University homepage.
2. Go to the center of the homepage to the Featured Events and select the Events Calendar link. 
3. Select the + Request Event on the right-hand side of the page under the calendar. This will take you to the Event Schedule homepage.
4. To request a vehicle, go to the **University Vehicle Request** portion of the page and select **Use this Link.**
5. Enter your username and password.
6. Complete the event request form and select your vehicle.
7. Scroll to top of request form and click “Save” to submit your request.

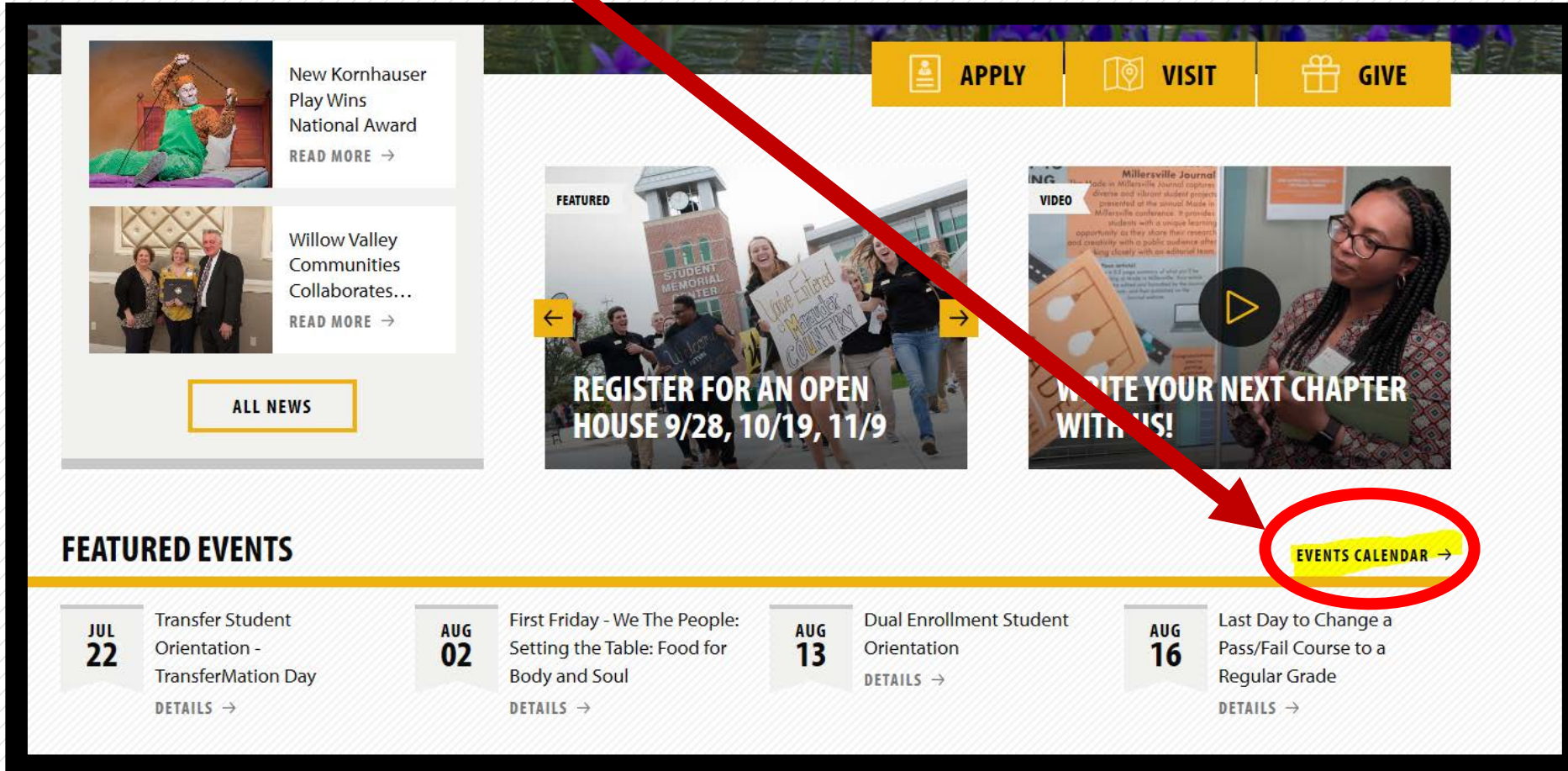
1. Request Event - Go to MU Homepage

Start by going to the Millersville University homepage



2. Select the Events Calendar Link

Click the **Events Calendar** link located on the homepage to navigate to the Events Calendar page.

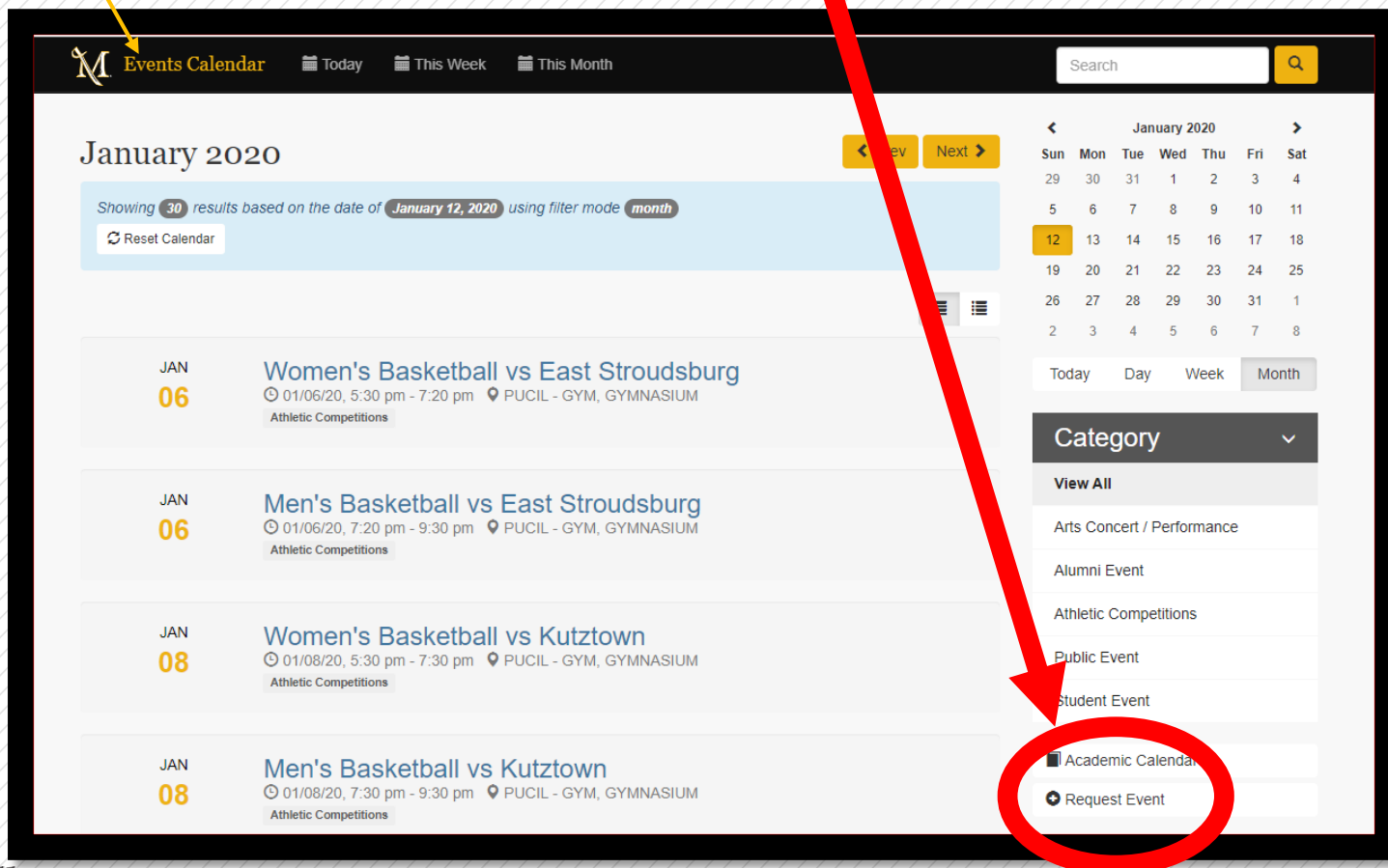


The screenshot shows the Millersville University homepage. At the top right, there are three yellow buttons: **APPLY**, **VISIT**, and **GIVE**. Below these are three featured news items. The first is 'New Kornhauser Play Wins National Award' with a 'READ MORE' link. The second is 'Willow Valley Communities Collaborates...' with a 'READ MORE' link. Below these is an 'ALL NEWS' button. In the center, there is a 'FEATURED' section with a video player showing students holding signs that say 'We Entered the Registrar's Country'. Below the video is a large text overlay: 'REGISTER FOR AN OPEN HOUSE 9/28, 10/19, 11/9'. To the right of the video is another video player showing a woman speaking, with a text overlay: 'WRITE YOUR NEXT CHAPTER WITH US!'. At the bottom, there is a 'FEATURED EVENTS' section with a yellow bar. On the right side of this bar, the 'EVENTS CALENDAR' link is highlighted with a red circle and a red arrow points from the text above to it. The 'FEATURED EVENTS' section lists several events:

Date	Event Name	Details
JUL 22	Transfer Student Orientation - TransferMation Day	DETAILS →
AUG 02	First Friday - We The People: Setting the Table: Food for Body and Soul	DETAILS →
AUG 13	Dual Enrollment Student Orientation	DETAILS →
AUG 16	Last Day to Change a Pass/Fail Course to a Regular Grade	DETAILS →

2. Select the Events Calendar link

This Events Calendar link will take you to the web **Events Calendar** which is used to view upcoming events. **SELECT – Request Event**



The screenshot displays the Millersville University Events Calendar interface. At the top, there is a navigation bar with the university logo, the text "Events Calendar", and filters for "Today", "This Week", and "This Month". A search bar is located on the right. Below the navigation bar, the current month is "January 2020", with navigation buttons for "Previous" and "Next". A status bar indicates "Showing 30 results based on the date of January 12, 2020 using filter mode month" and includes a "Reset Calendar" button. The main content area lists four events:

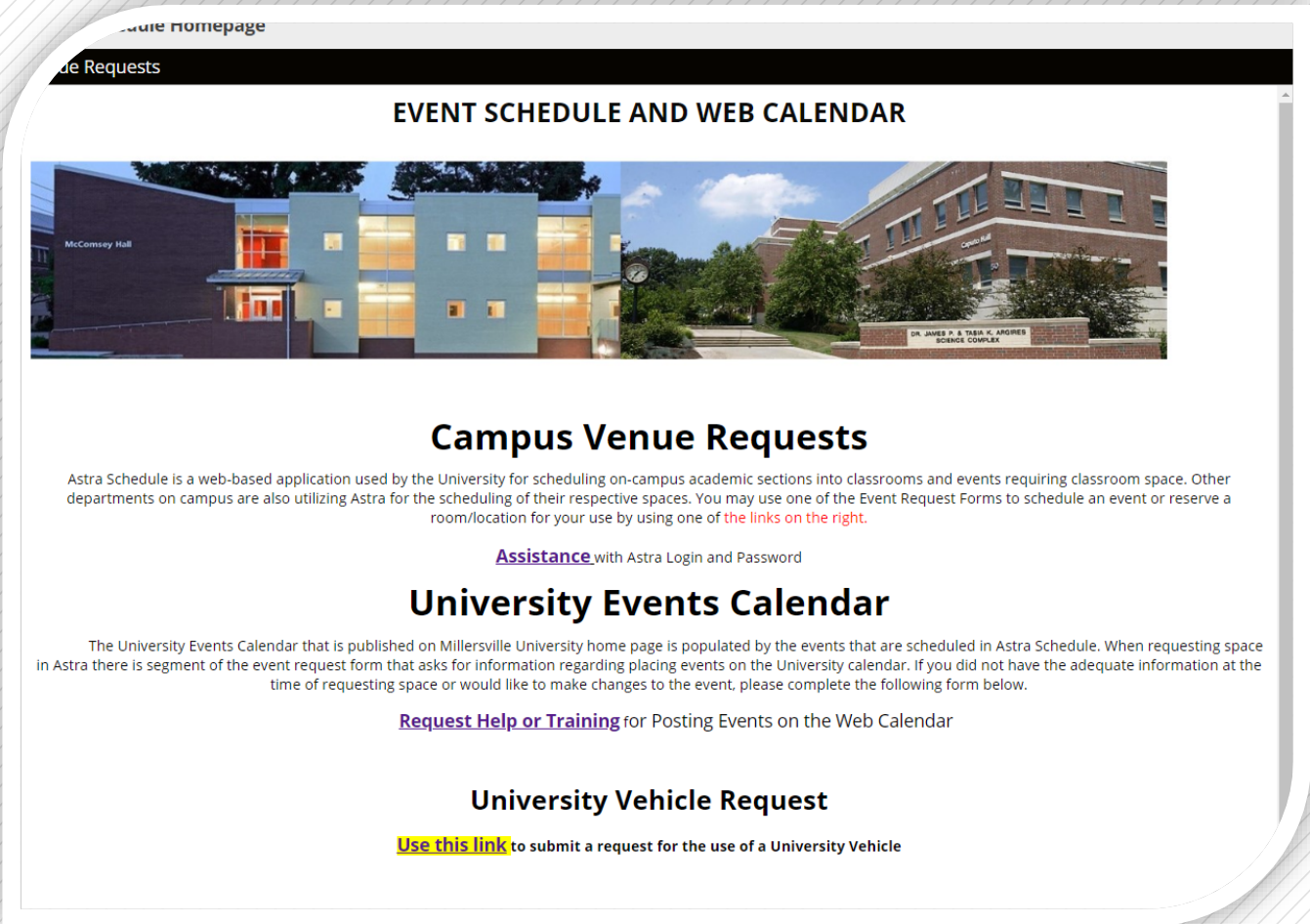
- JAN 06 Women's Basketball vs East Stroudsburg**
01/06/20, 5:30 pm - 7:20 pm | PUCIL - GYM, GYMNASIUM | Athletic Competitions
- JAN 06 Men's Basketball vs East Stroudsburg**
01/06/20, 7:20 pm - 9:30 pm | PUCIL - GYM, GYMNASIUM | Athletic Competitions
- JAN 08 Women's Basketball vs Kutztown**
01/08/20, 5:30 pm - 7:30 pm | PUCIL - GYM, GYMNASIUM | Athletic Competitions
- JAN 08 Men's Basketball vs Kutztown**
01/08/20, 7:30 pm - 9:30 pm | PUCIL - GYM, GYMNASIUM | Athletic Competitions

On the right side, there is a calendar grid for January 2020 with the 12th highlighted. Below the calendar is a "Category" dropdown menu with the following options:

- View All
- Arts Concert / Performance
- Alumni Event
- Athletic Competitions
- Public Event
- Student Event
- Academic Calendar
- Request Event** (highlighted with a red circle)

3. Event Schedule Homepage

This will take you to the Events Schedule homepage



The screenshot shows a web page titled "EVENT SCHEDULE AND WEB CALENDAR". At the top, there is a navigation bar with "Event Schedule" and "Venue Requests" links. Below the navigation bar is a banner image showing two campus buildings: McComsey Hall on the left and the Dr. James P. & Thera K. Ardrey Science Complex on the right. The main content area features three sections: "Campus Venue Requests" with a paragraph about the Astra Schedule application and a link for assistance; "University Events Calendar" with a paragraph about the calendar's content and a link for help or training; and "University Vehicle Request" with a link to submit a request.

4. Select **Use this link** to Start Vehicle Request

EVENT SCHEDULE AND WEB CALENDAR



Campus Venue Requests

Astra Schedule is a web-based application used by the University for scheduling on-campus academic sections into classrooms and events requiring classroom space. Other departments on campus are utilizing Astra for the scheduling of their respective spaces. You may use one of the Event Request Forms to schedule an event or reserve a room/location for your use by using one of [the links on the right](#).

[Assistance](#) with Astra Login and Password

University Events Calendar

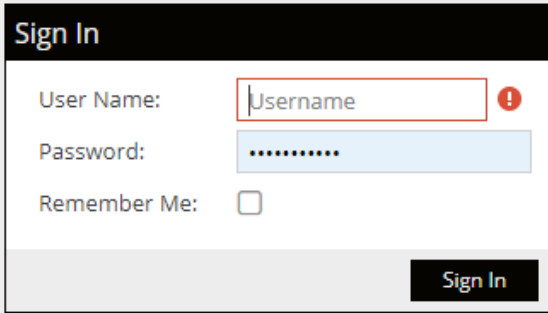
The University Events Calendar that is published on Millersville University home page is populated by the events that are scheduled in Astra Schedule. When requesting space in Astra there is a section of the event request form that asks for information regarding placing events on the University calendar. If you did not have the adequate information at the time of requesting space or would like to make changes to the event, please complete the following form below.

[Request Help or Training](#) for Posting Events on the Web Calendar


University Vehicle Request

[Use this link](#) to submit a request for the use of a University Vehicle

5. Enter Username and Password



Sign In

User Name: 




Password:

Remember Me:

Login to the Astra Program

You must have a username and password and be assigned to a university account to request a vehicle

6. Follow instructions to complete form.

mics  Events  Reporting  Settings

Request for Use of University Vehicle

Please complete the following form to reserve a Millersville University Vehicle. Once you complete the request, your request is approved, an event confirmation will be sent to you.

* Contact Name :

* Department:

* Fund or Org #

* Contact Phone:

* Contact Email for Confirmation Purposes:

* Destination

* Reason for Travel:

Enter your name and the departments that you are assigned will appear.

Choose the appropriate department and the name will auto fill.

Complete the rest of the form

7. After Completing Form: **Submit**

After
Completing
Form:
Submit

Once the
information is
entered, press
the submit button.

Summary 2 (for reference and printing)

1. Once your event has been received, a confirmation email will be sent to notify you that **your event request was submitted successfully.**
2. This does not mean your vehicle request has been confirmed.
3. Once your event has been approved, another confirmation email will be sent to you.
4. Please print the **Notification of Event Reservation** or the **Event Information form** that you have received.
5. Have your department or division director or dean sign and return this form to **Kayla Rankin** and **Mindy Lefever** as proof of approval.

After
Completing
Form:
Confirmation

A confirmation email will be sent to notify you that your event request was **submitted** successfully.

After Completing Form: **Auto-Confirmation**

	From	Subject	Received
	noreply@millersville.edu	Event Reservation #20191229-00002: Annual Conference - Request Received	Sun 1

Email

Attachment

Event Request Received

Thank you! Your event request was successfully received and is being reviewed. You will receive an email response when further action is taken, or if more information is required.

Event Name

Annual Conference

Verdana
D, 6.6, ↑, ↓, B, I, T, T, ■

Sue Smith

Request Summary:

=====
Event Information
=====

Contact: Smith, Sue
Customer: Management Office
Fund or Org # 600990088
Phone: 7588
Email: sue.smith@millersville.edu
Destination San Diego
Estimated round trip mileage 500
Event Name: Annual Conference
Event Description: 5600022002

After
Completing
Form:
Notice

**This does not
mean your vehicle
request has been
confirmed,
just that it has
been received.**

After
Completing
Form:
Official
Confirmation

Once your request has been **approved**, a second confirmation email will be sent to you.

After Completing Form: Official Confirmation



To	From	Subject
	noreply@millersville.edu	Event Reservation #20191229-00002: Annual Conference - Requested event has been approved

Email

Attachment

Event Approved

Your event request is approved. Please find the event summary below.

Event Information:

Reservation #: 20191229-00002
Event Name: Annual Conference
Event Type: University Fleet Vehicle Usage
Date: 3/9/20 - 3/12/20
Status: Scheduled
Est. Attendance:

Event Notes:

Meeting Name	Date(s)	Time
Scheduled		
Annual Conference	3/9/20 - 3/12/20	5:00PM - 8:00PM

Approval of Request Form

**Please print or save
the approved **Event
Information Form**
that you receive once
the event has been
approved.**

Approval of Request Form

**Have your director or
dean sign or approve
the form
electronically.**

Return form to:

kayla.rankin@millersville.edu

and

mindy.lefever@millersville.edu



Thank You.

**If you have any immediate questions,
please call 717-871-7091**

