

# Millersville University Vehicle Request Process

Millersville University



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

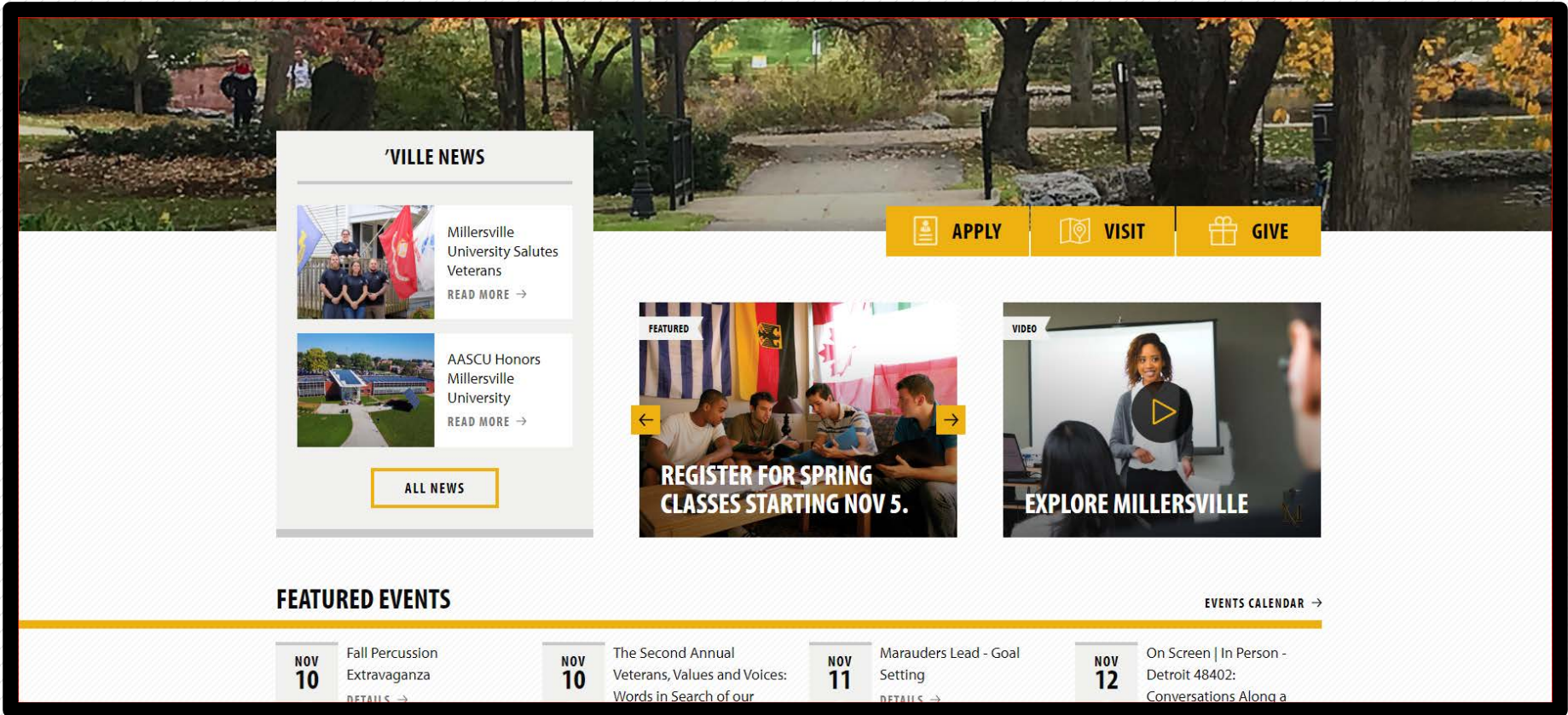
## Summary 1 (for reference and printing)

1. Go to Millersville University homepage.
2. Select the + Request Event on the right-hand side of the page under the calendar.
3. 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.



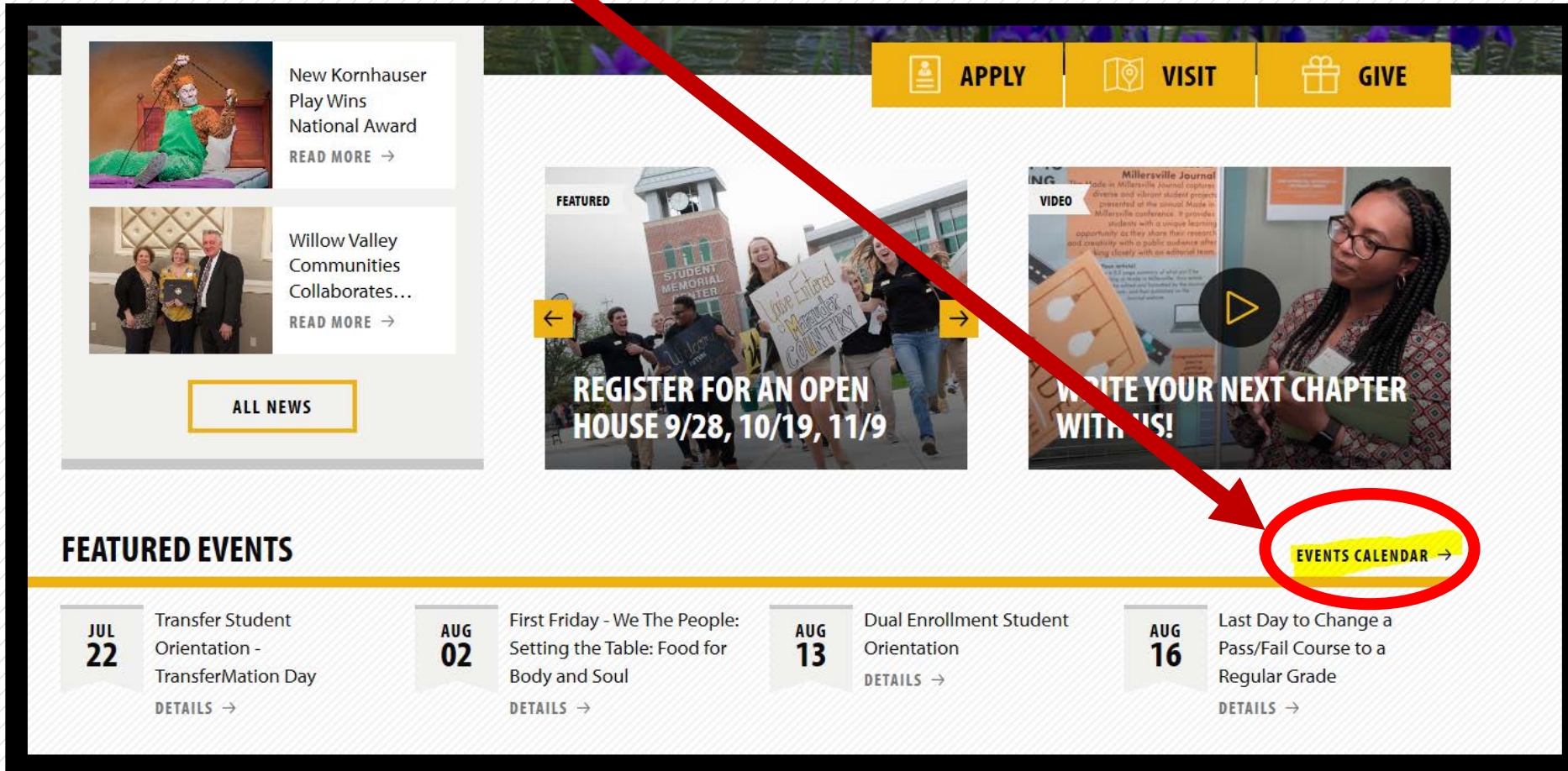
# 1. Request Event - Go to MU Homepage

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. The third is 'ALL NEWS' in a yellow box. In the center, there is a 'FEATURED' section with a video player showing students holding signs that say 'We Entered the Registrar Country'. Below the video is a yellow button that says '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 yellow button that says 'WRITE YOUR NEXT CHAPTER WITH US!'. At the bottom, there is a 'FEATURED EVENTS' section with four event cards. The first card is for 'JUL 22 Transfer Student Orientation - TransferMation Day' with a 'DETAILS' link. The second card is for 'AUG 02 First Friday - We The People: Setting the Table: Food for Body and Soul' with a 'DETAILS' link. The third card is for 'AUG 13 Dual Enrollment Student Orientation' with a 'DETAILS' link. The fourth card is for 'AUG 16 Last Day to Change a Pass/Fail Course to a Regular Grade' with a 'DETAILS' link. A red arrow points from the 'Events Calendar' link in the top navigation bar to the 'EVENTS CALENDAR' link in the bottom navigation bar, which is circled in red.

**APPLY** **VISIT** **GIVE**

**READ MORE →**

**READ MORE →**

**ALL NEWS**

**FEATURED**

**REGISTER FOR AN OPEN HOUSE 9/28, 10/19, 11/9**

**WRITE YOUR NEXT CHAPTER WITH US!**

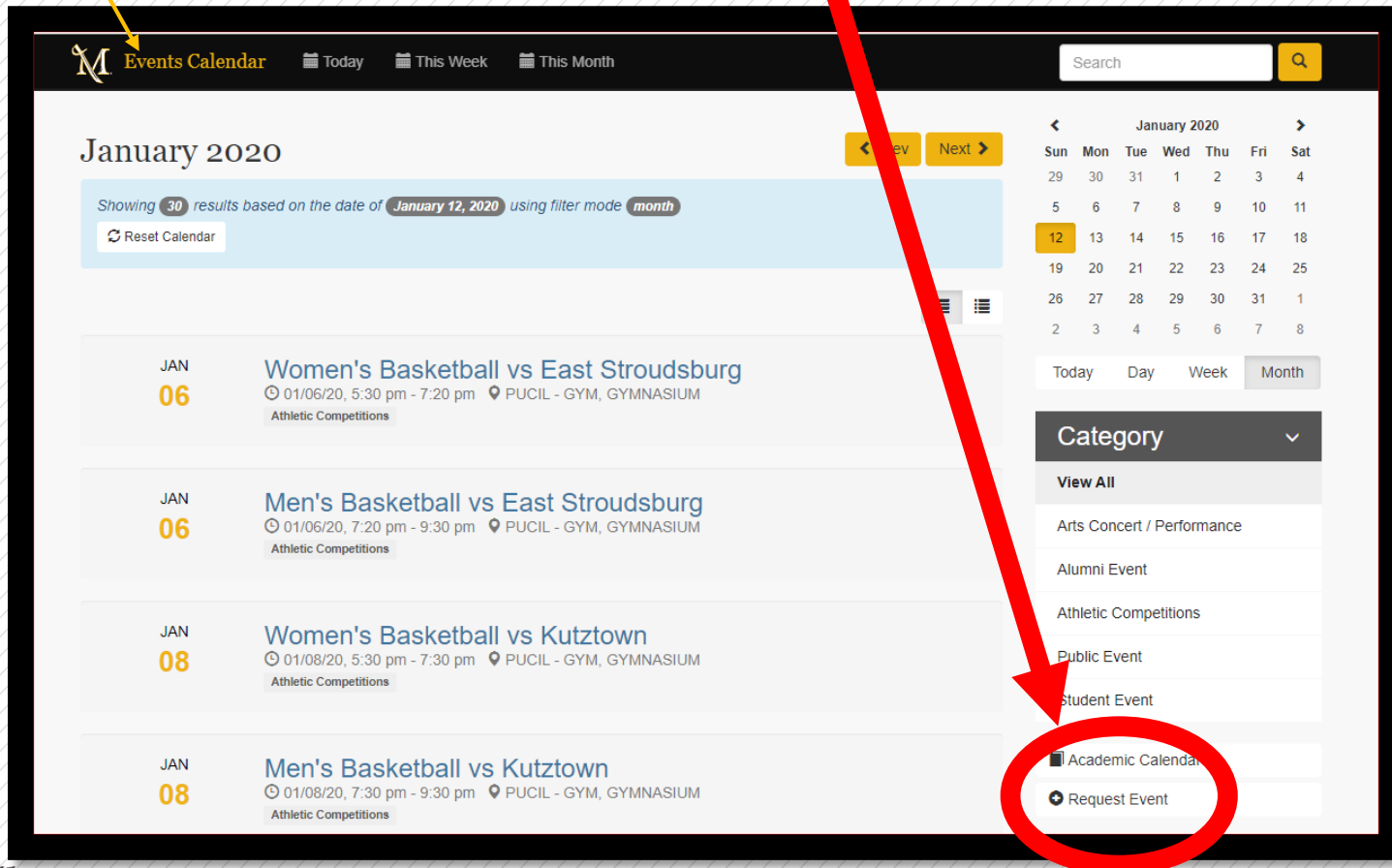
**EVENTS CALENDAR →**

### FEATURED EVENTS

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

## 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. The main content area shows a calendar for January 2020, with the date "January 12, 2020" selected. Below the calendar, there is a list of 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 "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

...Schedule homepage

...Event Requests

## 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 also 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 segment 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

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

## EVENT SCHEDULE AND WEB CALENDAR



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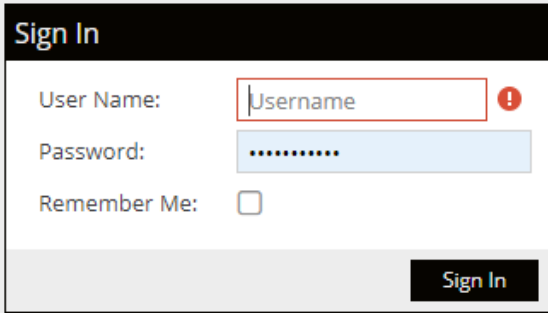
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[Use this link](#) to submit a request for the use of a University Vehicle



# 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 [font size] [bold] [italic] [text color] [background color]

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



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](mailto:kayla.rankin@millersville.edu)**

**and**

**[mindy.lefever@millersville.edu](mailto:mindy.lefever@millersville.edu)**



**Thank You.**

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

