

Completing the exam request:

1. Go to the ASTRA Online Application at <https://astra.apps.uillinois.edu/UIUC/Portal/GuestPortal.aspx>. (login not needed)
2. Click the link at the top center labelled "Request an Event".
3. You will see a pulldown list of forms available to use. Other than the outdoor request forms, all forms are categorized by term of event. Terms are in chronological order.

***To expand ANY pulldown menu, hover over the three dots in the lower right corner of the pulldown box until you see an arrow and drag the box to the size needed**

4. Select the appropriate exam request form.
5. Complete the contact information section.
6. Complete the exam general information section.
 - a. If you have multiple sections of a course and want to differentiate them, please make sure you provide either a section ID or an instructor name in the "Subject Abbreviation and Number" as that will be how the exam is listed on our documentation and in all of your email correspondence.
 - b. Do not include extra seating in your enrollment number. We only want the number of students taking the exam. The next question addresses alternate seating.
7. The meeting recurrence section is where you request your exam date(s) and time(s).
 - a. Complete the start and end time fields.
 - b. Use the calendar to select all dates needed with those specific start and end times. If you click on an incorrect date, click the date again to deselect it.
 - c. Once all dates have been selected, hit the green + Create button. All of your meetings will appear on the right side.
 - d. Conflict exams do not need to be entered into the calendar, they are addressed in a separate section.

***If you need to remove individual meetings, click in the box to the left of the meeting and use the red – delete button. To remove all meetings, use the box just below the delete button to select all meetings.**

8. If you need conflict exams scheduled, please complete the conflict exam information.
9. If there is information you have not told us that is important in securing the right space for your exam(s), please list it in the additional comments section.
10. You must hit SUBMIT at the **TOP** of the form to save the form. Your form will not be sent to us if that is not done. If you cannot finish the form at that time, there is not a way to save it incomplete. You CAN leave the browser window open for 60 minutes before the application times out.