

## ASU Reservations Quick Guide



**Log into RamPort:** **If you have an approved account, skip down to the next section (How to Log in).**

- Go to [ramport.angelo.edu](http://ramport.angelo.edu) and log in using your ASU username and password
- Click on the Work Life Tab
- Scroll down to the Special Events channel, located at the very bottom of the middle section.
- Click on link titled ASU Reservations, located in the last sentence of the second paragraph
- ASU Reservations online site will open in a new window
- Create an account (Your name, email address and phone number are pre-populated).
  - Fill in your fax number, answer the question, and fill in all departments or organizations that you would request space on behalf of.
    - Click Save (You will see a message at the top that your data was saved successfully, and your account is currently pending.
- You may log out at this time.
  - Go to My Account and click Log Out.
- After your account has been approved, you should be automatically signed in the next time you access the site.

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You will navigate the ASU Reservations System with the ASU Reservations Toolbar located directly under the above header as follows:

### **Browse**

- Browse Events – Renders a calendar of events for auxiliary space only
  - Change view of calendar by daily, weekly, and monthly list or by weekly or monthly calendar view.
  - Use the Filter Button to narrow scope of search
- Browse Facilities – List of rooms with set-up types available and capacity information
  - Can group by Setup Type or by room.
  - Can use the filter button to narrow scope of search
- Browse for Space – Shows when rooms are booked
  - Use the Filter Button to narrow scope of search (i.e. to search specific buildings/rooms)

### **Reservations**

- Academic Room Request – to request use of academic space (for meetings, SI sessions, testing, etc.)

- Facilities Request – use of auxiliary space for meetings, catered events, banquets, receptions, and special events.
- UC Display Case Request – to request use of University Center Display Cases
- View My Requests – access a history of current and past events; make changes, add services, and cancel event.

### **My Account**

Log Out

Edit My Account – update contact information and department information

**Links** – Access additional information, resources, documents, and tools helpful to your reservation

- Special Events Home Page
- Scheduling Staff Contact Information
- Policies and Guidelines
- Special Events Brochure
- VIP Guest House Brochure
- Facilities Fee Waiver
- Chartwells Food Service
- Alcohol Request Form
- Solicitation Form
- URMIA Bene-Marc Liability Insurance Instructions
- URMIA Bene-Marc website

### **Shortcuts and Helpful Hints:**

-If you know your preferred room:

- Browse for Space for find availability
- Use filter button on right to enter search details
- Click apply, or
- Go straight to Request Form

-If you do not know your preferred room:

- Use Browse Facilities feature to search available options, either by capacity or setup type
- Defaults list by building in alpha order
  - Use filter to enter search criteria to narrow scope of search
  - Once you find a room that fits your needs, visit Browse for Space to find availability or go straight to Request Form.

-You may also visit [reservations.angelo.edu](http://reservations.angelo.edu) to go straight to the ASU Reservation home page:

- Use your ASU user name and password to access the ASU Reservations site
1. Go to reservations and Select Form
    - Academic Room Request or Facilities Request for auxiliary space
  2. Enter Search Details and Click Find Space
  3. Chose Room from available list
    - Show Results as List or Grid
  4. Click on Continue (or the Details Tab at the top) and enter Event Details and Customer Details

5. Submit Reservation
6. Visit View My Requests under Reservations to check on status, add services orders, or to make changes at any time.
7. Log out