

Reserving Rooms for 4th Year Residency Interviews

Application Access

To access UTHealth Scheduler Application, perform the following:

1. Using web browser, enter the following link to access UTHealth Scheduler Application site:
[Schedule.uth.tmc.edu](https://schedule.uth.tmc.edu)
2. Click the *Request an Event – Internal Users (UT Faculty, Staff & Students) Access to UTHealth Resource Scheduler – Astra Cloud* link.
3. Log in using your UTHealth LDAP UID and Password (same as used to access UTHealth webmail).

Request a Room for the Residency Interview

1. Click on the **Request Event** link.
2. Select the MMS - 4th Year Student Residency Interviews event request form from the drop-down menu and click the Next button.
3. Fill in all blanks in the **Requestor Information** section.
4. Click on the **Add Meeting** button or Add Meeting link to create your interview instance.
 - a. **Single** allows user to create a one-time meeting instance.
 - b. **Multiple** allows user to create one or more independent meeting dates, or to create a meeting "group".
 - c. **Recurring** allows you to specify a recurring pattern to create a series.
5. Please fill in the following data:
 - a. Select the Start Time and End Time.
 - b. Select the Start Date and End Date.
 - c. Enter Meeting Type from the drop down list.
 - d. Click on **Add Meeting** to save created meeting(s).
6. Assign a room to the newly created meeting occurrence(s):
 - a. Click on the **Request Rooms** button.
 - b. In the pop-up window, select "Available" in the grid next to the desired room. (A green box with the word 'Selected' will let you know the room has been selected successfully.)
 - c. Click OK in the lower right-hand corner of the pop-up window. (If the room is assigned successfully, the room number will appear at the end of the meeting occurrence information line.)
7. Click on the **Submit** button at the bottom of the page.
8. Click on the **Done** button to return to the Astra homepage.

Viewing Calendars Option for Room Availability Pre-Check

To prepare for requesting rooms, you can check McGovern Medical School buildings' room calendars for availability by performing the following steps:

1. From the **UTHealth Scheduler Home** screen, click on CALENDARS.
2. Select **Scheduling Grids**.
3. Use the *Choose Calendar* drop down list, select the MMS - 4th Year Interviews Rooms calendar to view the available rooms reserved by the Conference Operations department.
 - a. Select the date that a room is needed for your interview using the orange date box and the calendar will update to show the events taking place for the date selected.
4. If you wish to request a desired room after finding availability, select **Home** to go to the Homepage and click on the 'Request Event' link.

Once the Request Form has been successfully submitted, UTHealth Scheduler will send you a notification that your request has been sent to us successfully. The room is not reserved until you receive a confirmation email from an UTHealth Scheduler.
