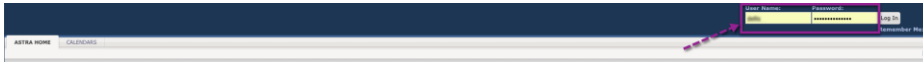


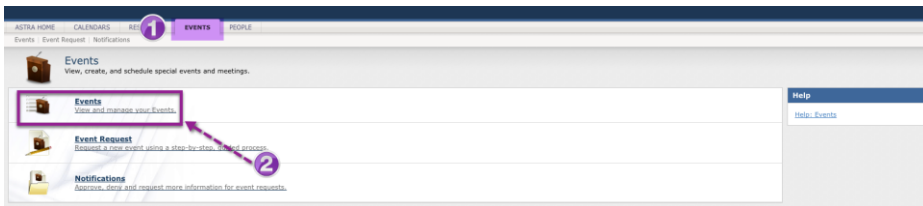
One job of room owners in Astra is to approve or decline room reservation requests. Here is the process for doing so.

Process Steps:

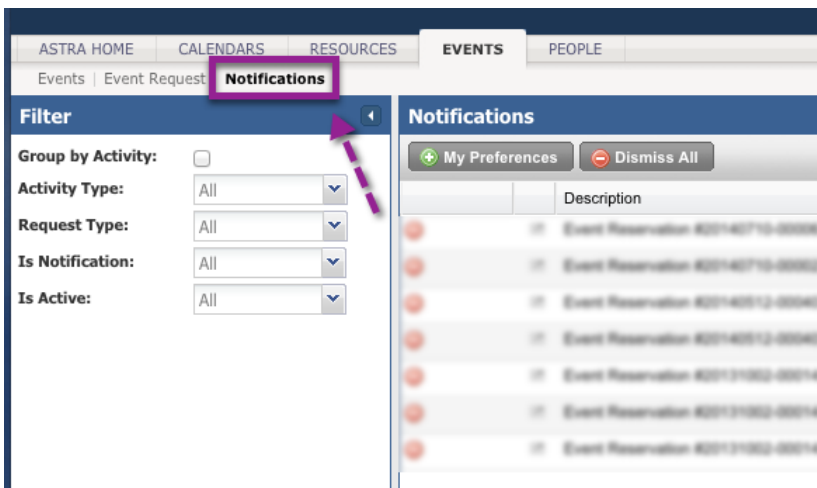
1. Go to *rooms.moody.edu* and sign in using your Moody username and password.



2. Click on the “Events” link on the top-left side of the page.



3. Click on the “Notifications” link to view room requests.



- a. To approve: click on the little green check mark on the left side
- b. To request information: click the little blue “I”
- c. To decline: click the little red “minus”

