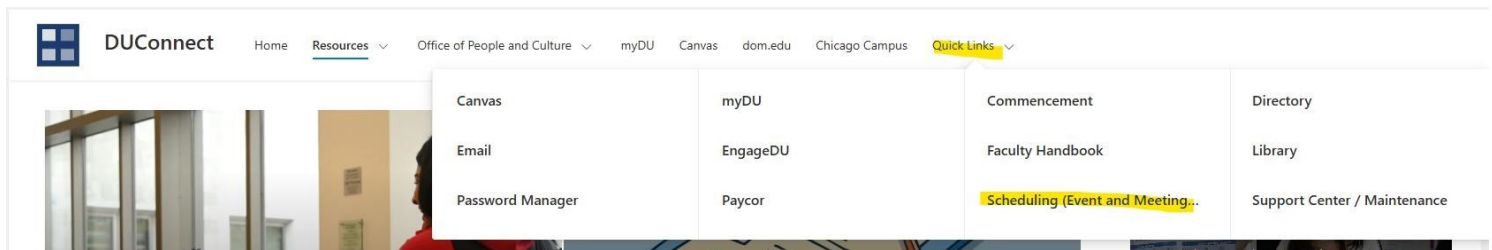


How to Book CoWorking Space:

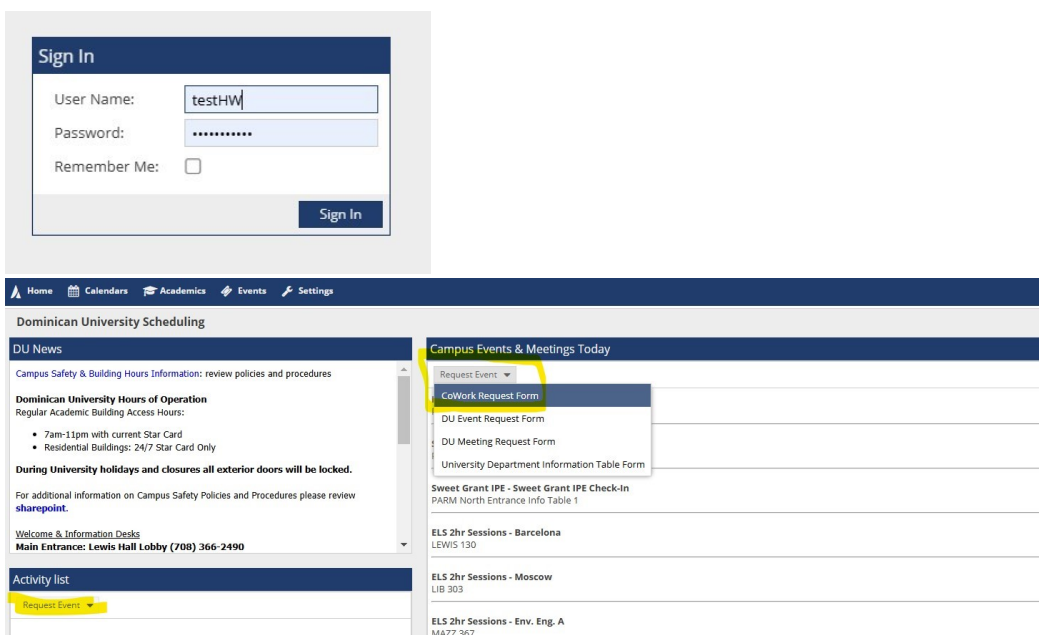
Step 1: Go to DUConnect > Quick Links on top nav bar> Scheduling (Events and Meeting Reservations).

<https://mydomedu.sharepoint.com/sites/DUConnect>



Step 2: Log into Astra using DU username & password > On dashboard go to request events drop down menu.

> Choose CoWork Request Form <https://www.aaiscloud.com/DominicanU/Default.aspx>



Step 3: Fill out all details on form, including Teams Phone # & Dept > At bottom of form, choose Add Meeting & follow “Create Meeting(s)” picture below for necessary details needed.

A screenshot of the 'Create Meeting(s)' form. The form has tabs for 'Single', 'Multiple', and 'Recurring'. It includes fields for 'Start Time' (9:00 AM), 'End Time' (5:00 PM), 'Start Date' (02/06/2025), and 'End Date' (02/06/2025). The 'Meeting Name' field is filled with 'Test Wald CoWork Space'. The 'Meeting Type' is set to 'CoWork'. The 'Max Attendance' is set to 1. There are checkboxes for 'Featured', 'Private', and 'Requires Room' (checked). At the bottom, there are 'Add Meeting' and 'Cancel' buttons.

Step 4: Click “Request Room” > Choose any available CoWork Space. PLEASE NOTE: each office space has 3 work stations. If you need a “private” office for the day, be sure to choose all 3 workstations. See examples.

Space Selector

* Add a Meeting:

Add Meeting

Request Rooms

✖ Test Wald CoWork Space - Thu, 02/06/2025, 09:00 AM to 05:00 PM

FINISHED:

Please click SUBMIT at the bottom right corner of the page to SUBMIT the request. If the form does not SUBMIT, please review all of the sections of the forms to confirm they are completed. The section will be in red if not completed.

Submit

TO BOOK ONE WORKSTATION:

The screenshot shows the 'Assign Room' interface. On the left, there is a 'Filter' section with a search bar and a dropdown menu set to 'Custom'. The main area displays a table of rooms. The first room, COWORK 102A, is highlighted in green and labeled 'Selected'. The other rooms are listed as 'Avail (Request)'. The table has columns for 'Room' and 'Test Wald CoWo...'. The bottom of the interface shows 'Page 1 of 1' and 'OK' and 'Cancel' buttons.

Room	Test Wald CoWo...
COWORK 102A	Selected
COWORK 102B	Avail (Request)
COWORK 102C	Avail (Request)
COWORK 103A	Avail (Request)
COWORK 103B	Avail (Request)
COWORK 103C	Avail (Request)
COWORK 104A	Avail (Request)
COWORK 104B	Avail (Request)
COWORK 104C	Avail (Request)
COWORK 105A	Avail (Request)
COWORK 105B	Avail (Request)
COWORK 105C	Avail (Request)

TO BOOK AN ENTIRE OFFICE – THREE WORKSHATIONS BOOKED. Must have the same number (102A, B & C).

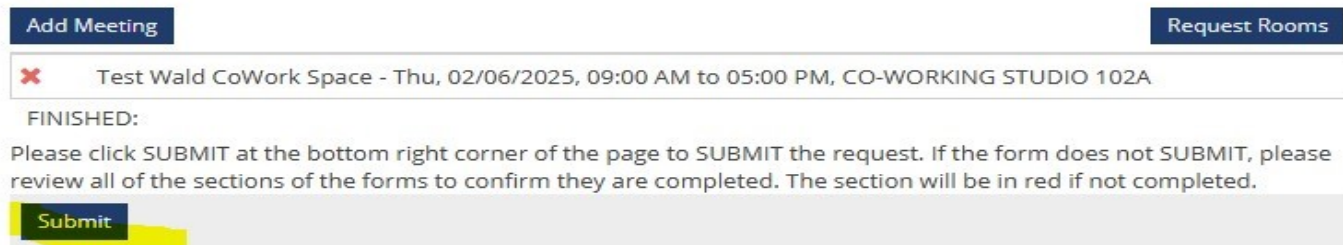
The screenshot shows the 'Assign Room' interface. On the left, there is a 'Filter' section with a search bar and a dropdown menu set to 'CoWork'. The main area displays a table of rooms. The first three rooms, COWORK 102A, COWORK 102B, and COWORK 102C, are highlighted in green and labeled 'Selected'. The other rooms are listed as 'Available'. The table has columns for 'Room' and 'TYUHIJKL:/'. The bottom of the interface shows 'Page 1 of 1' and 'OK' and 'Cancel' buttons.

Room	TYUHIJKL:/
COWORK 102A	Selected
COWORK 102B	Selected
COWORK 102C	Selected
COWORK 103A	Available
COWORK 103B	Available
COWORK 103C	Available
COWORK 104A	Available
COWORK 104B	Available
COWORK 104C	Available
COWORK 105A	Available
COWORK 105B	Available
COWORK 105C	Available
COWORK 106A	Available
COWORK 106B	Available

Step 5: Submit the form & read the request confirmation. At this time, University Scheduler (Hannah Wald) will be approving request forms, please request one day before space is needed or email roomrequest@dom.edu for last minute needs.

Space Selector

*Add a Meeting:



Add Meeting Request Rooms

✖	Test Wald CoWork Space - Thu, 02/06/2025, 09:00 AM to 05:00 PM, CO-WORKING STUDIO 102A
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FINISHED:

Please click SUBMIT at the bottom right corner of the page to SUBMIT the request. If the form does not SUBMIT, please review all of the sections of the forms to confirm they are completed. The section will be in red if not completed.

Submit

Once you click “Submit”, you will see a message that confirms that your request has been received.

The last screen will show the below information. Please click “Done” to exit.

Important information to note about using the CoWorking Spaces

- You will receive an email confirming your request AND a separate email once the request has been approved.
- ***What’s provided in the space*** : power, network access (wired and wireless) monitor, wired keyboard, wired mouse, and access to DU printing.
- ***What you will need to bring with you*** : laptop or other device, power cord and headset. If you are a MAC user, also bring any dongles or accessory cords. You will need your Dominican University ID; key access is required to enter the space at all times.
- If you need a temporary parking pass while on campus – please contact Campus Safety & Security at dusecurity@dom.edu or by calling x5999.
- If you need IT Support while you are working in the space: please call the Support Center at: (708) 524-6888 and specify that you are in the Co-Working space in the former OMC Studio. They can either help you on the phone or dispatch someone to the location.
- If you have questions about your reservation, please contact roomrequest@dom.edu.
- If you have other questions or feedback regarding the Co-Working space, please contact Ange Reda in OPC at areda@dom.edu.

Building Hours: Open 7 days a week, 7am – 11pm.

Key Pad access will be denied outside of these hours.

Please print to have this information readily available when you come to campus.