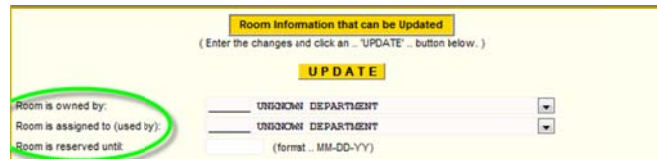


ASPIRE Room Information Screen

Section 1 – Room Owner/User & Room Occupant Reservation

All rooms have a department “owner” and department “user”. Room use can be for a pre-defined time or for an undefined period of time as agreed upon by the departmental Deans/Chairs/Directors of the space in question. The using department may occupy the space; however, the space management is done by the owning department within the ASPIRE system.



The screenshot shows a web form titled "Room Information that can be Updated" with a subtitle "(Enter the changes and click an 'UPDATE' button below.)". A yellow "UPDATE" button is centered above the form fields. On the left, three labels are listed: "Room is owned by:", "Room is assigned to (used by):", and "Room is reserved until:". The first two labels are circled in green. To the right, there are two dropdown menus, both currently displaying "UNOSKON DEPARTMENT". Below the second dropdown menu, the text "(format .. MM-DD-YY)" is visible.

To change the owner of a room

Dean/Chair/Director holding current ownership of the room sends email to aspire@mtu.edu requesting the change. In the email please include:

- building name
- room number
- department name the ownership is being transferred to
- any additional comments regarding the change

To change the user of a room

Space Coordinator holding current ownership of the room sends email to aspire@mtu.edu requesting the change. In the email please include:

- building name
- room number
- department name the ownership is being transferred to
- any additional comments regarding the change

To reserve a room for a future occupant

Space Coordinator holding current ownership of the room sends email to aspire@mtu.edu requesting the room reservation. In the email please include:

- building name
- room number
- anticipated date of occupancy
- any additional comments regarding the change
- name of occupant (if available)
- indicate whether room is for a new faculty/staff position

The room data will centrally updated within 1-2 business days for all requested changes submitted to aspire@mtu.edu. Appropriate parties will be notified when requests have been completed.