Log into Ad Astra using your EagleID credentials. The URL (or web address), https://www.aaiscloud.com/TXAMUTexarkana/, will direct you to the Digital Backpack page, where you will now log in to access Ad Astra.

If you see this window, leave tamut.local selected, and click Next to get to the Sign in window.

When you see this window, enter your EagleID credentials and click Sign in.

Upon signing in, you’ll see your usual tabs, which may include some or all of these:

To reserve a room, click Events, and select Request Event.
When the Event Request Wizard opens, select New Faculty/Staff Event Request, and click Next.

Complete the form as instructed, then click Add Meeting.

New Faculty/Staff Event Request

Please complete this form to request your event meeting.

If you have any immediate questions, contact the Welcome Desk at 903-223-3000.

Customer Information

* Contact Name: 

* Contact Email: 

* Contact Phone: 

Set your date and time, then click Add Meeting again.
Now, click **Request Rooms**.

Locate the desired room and click on the room name. **Selected** will appear in green. Click **OK**.

Verify the room name appears and click **Submit**.

When the form completion confirmation appears, click **Done**.

Thank you for completing the form. We will process your request within 24 business hours.

Should you need support, please submit an **ISITE** request.

For support, please contact the IT ServiceDesk:

Email: isite@tamut.edu  
Submit a Support Request Ticket: https://isite.tamut.edu  
Phone: 903.334.6603  

ServiceDesk Hours:  
**Monday - Thursday**  
8:00 a.m. - 8:45 p.m.  
Friday  
8:00 a.m. - 5:00 p.m.  
Saturday  
9:00 a.m. - 1:00 p.m.