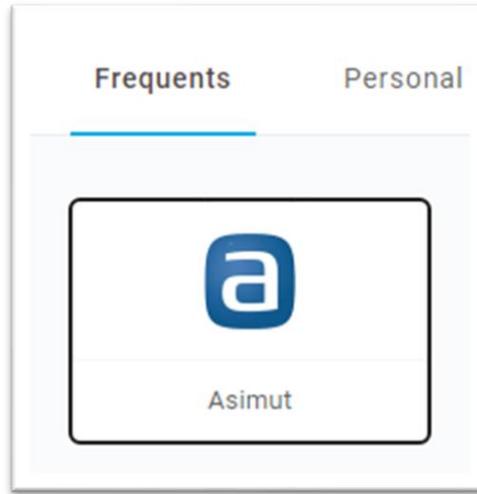


# ASIMUT Instructions for Longy Students

Web Interface: Page 2; Kiosk Interface: Page 6; ASIMUT Booking Rules: Page 8

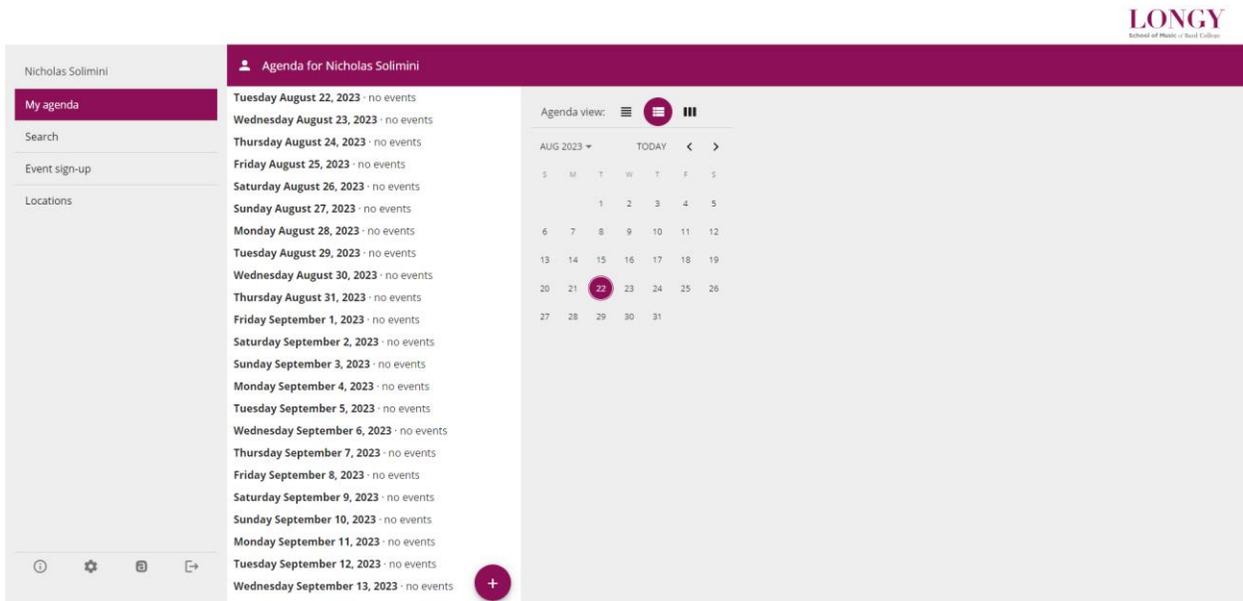
ASIMUT is Longy’s room scheduling solution. Conservatory students can use ASIMUT for viewing their class schedules and reserving practice rooms.

- 1) To access the ASIMUT, login to your OneLogin account at [longy.onelogin.com](https://longy.onelogin.com) and click the ASIMUT App tile. This will automatically open ASIMUT in your web browser and log you in.



You can also access ASIMUT at either of the tablets in the lobby of either building by tapping your ID card to login.

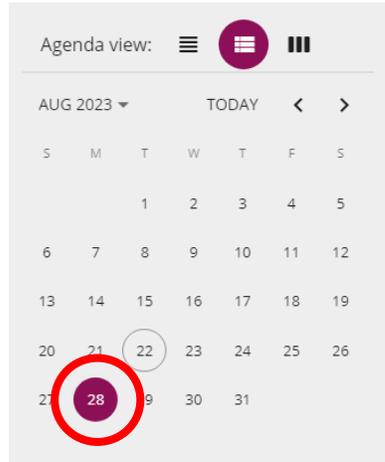
- 2) One you click the app tile; you should see the ASIMUT home page.



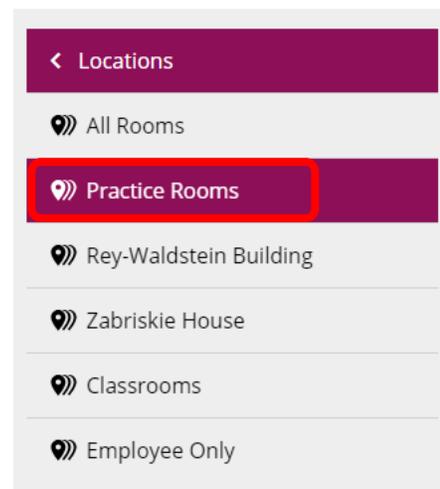
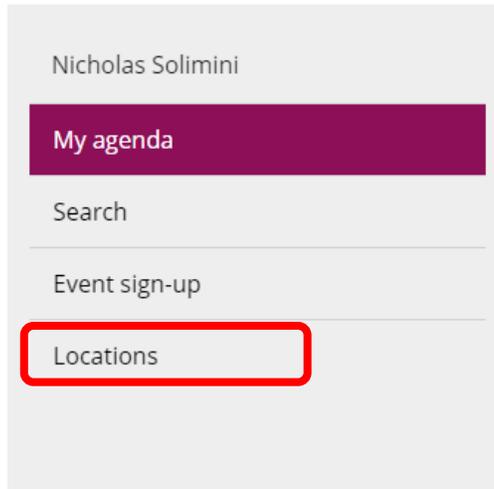
## Using the Web Interface on a Desktop or Tablet

### 1. Make a Provisional Practice Room Reservation

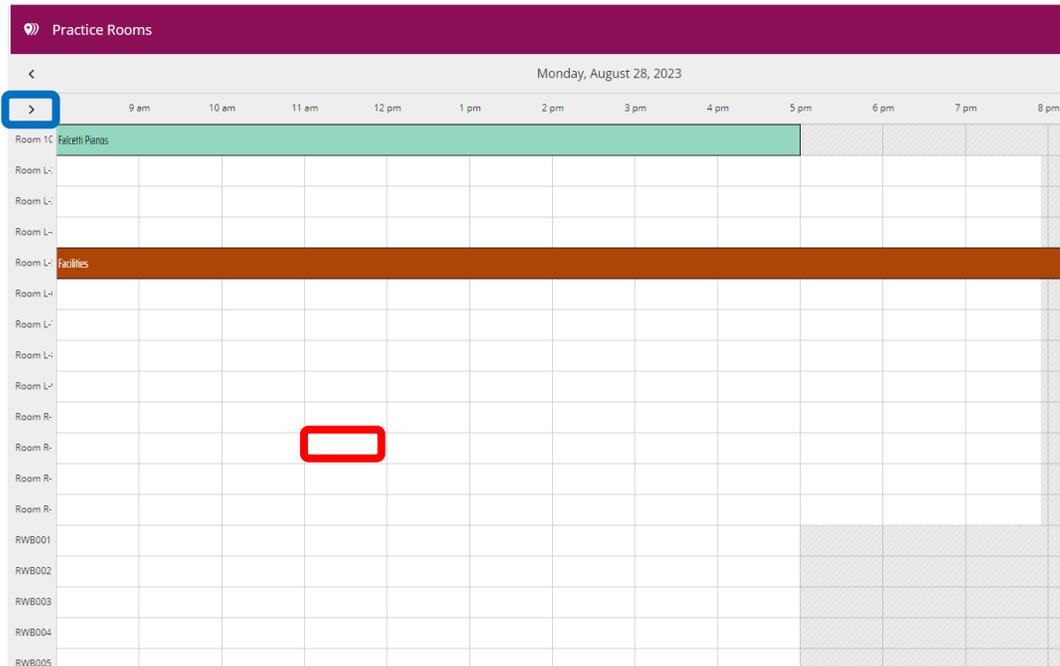
- a. To make a reservation click on the day, month, and year you want on the Calendar field. Your selected day will appear white, and the day number will be purple. The other days will be grey, and the day number will be black.



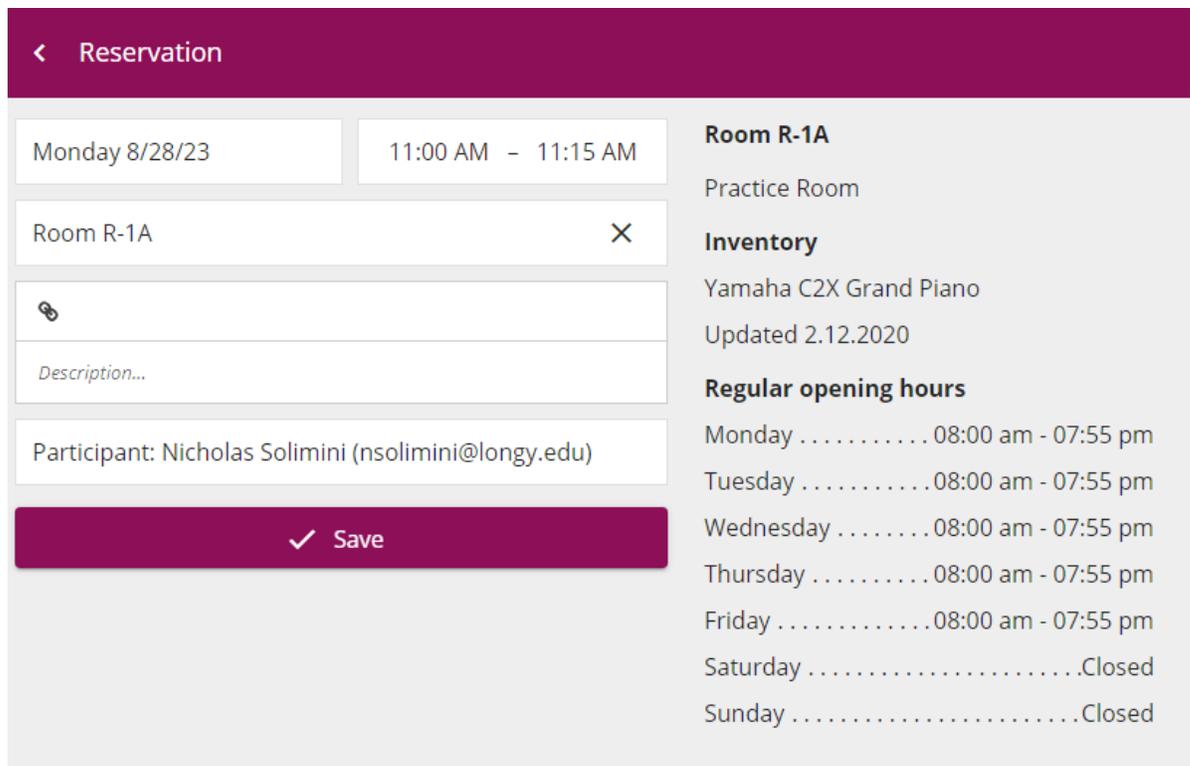
- b. Press "Locations" in the Menu, then choose "Practice Rooms".



- c. Select the room and start time of your reservation by left clicking on it in the Calendar View, below. (You can expand the Room Names field by pressing the arrow highlighted in blue, below.)



- d. You will now see an overview of your reservation. Note that the default reservation length is 15 minutes.



- e. To adjust either the beginning or end time, left click on the field you want to adjust and choose your preferred time. You could also change the date by left clicking on that field and choosing the new date. **Remember: you are limited to two (2) hours of practice per day.**

Reservation

Monday 8/28/23 11:00 AM - 11:30 AM

Room R-1A Practice Room

Inventory  
Yamaha C2X Grand Piano  
Updated 2.12.2020

Regular opening hours  
Monday . . . . . 08:00 am - 07:55 pm  
Tuesday . . . . . 08:00 am - 07:55 pm  
Wednesday . . . . . 08:00 am - 07:55 pm  
Thursday . . . . . 08:00 am - 07:55 pm  
Friday . . . . . 08:00 am - 07:55 pm  
Saturday . . . . . Closed  
Sunday . . . . . Closed

Participant: Nicholas Solimini (nsolimini@longy.edu)

Save

- f. Click Save and you are done. **Remember: all reservations are provisional until confirmed by you at a Longy kiosk. You must Confirm Your Reservation within 15 minutes of its start time, or it will be automatically cancelled.**

## 2. Searching for a Class or Professor

- a. You can search by name or event title by using the Search Feature. Simply type and then choose either “Events with...” (to search events) or “Agenda for...” (to search for persons).

Search

Andy Kozar

Events with Andy Kozar in title or descripti...

Agenda for Andy Kozar (andy.kozar@longy...

- b. Here is an example of the Agenda for the professor Andy Kozar. You will see the date in bold with the time, class name, and room number in parentheses.

**Monday September 18, 2023**

10:00 AM - 11:55 AM

**Woodwinds and Brass Department Seminar**

in Revamped Library Space

WB412/WB612

**Professor:** Andy Kozar (andy.kozar@longy.edu)

3:00 PM - 5:55 PM

**Ensemble Uncaged: New Music Ensemble**

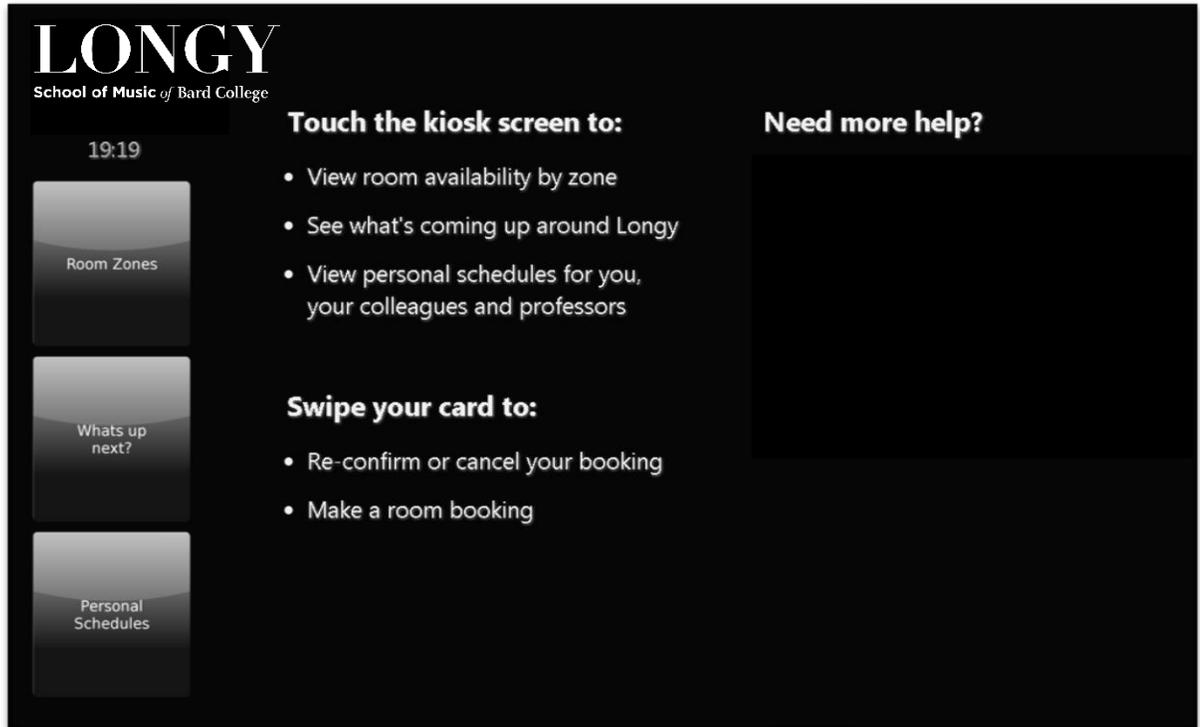
in Wolfensohn Room

**Professors:** Rachael Elliott  
(Rachael.Elliott@longy.edu), Andy Kozar  
(andy.kozar@longy.edu)

## Using the Kiosk Interface

### 3. Kiosks

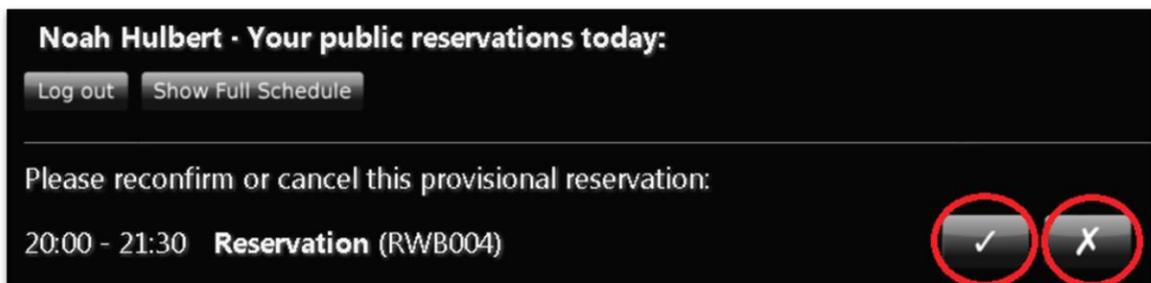
- a. Below is the main kiosk screen. Kiosks are primarily used for confirming room bookings but can also be used to check schedules and make reservations



- b. Once you've logged in by tapping your ID card, you can also view Personal Schedules (same as Agendas in section 2) or simply hit "What's up next?" to view a list of events for today.

### 4. Confirm Your Reservation – Kiosk Only

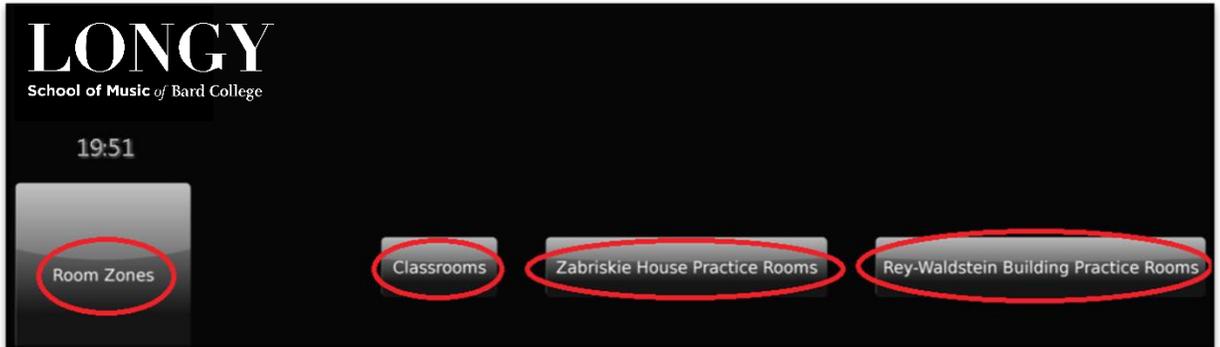
- a. Tap your Longy ID card on the reader below the Kiosk.
- b. You will see a screen similar to the one below.



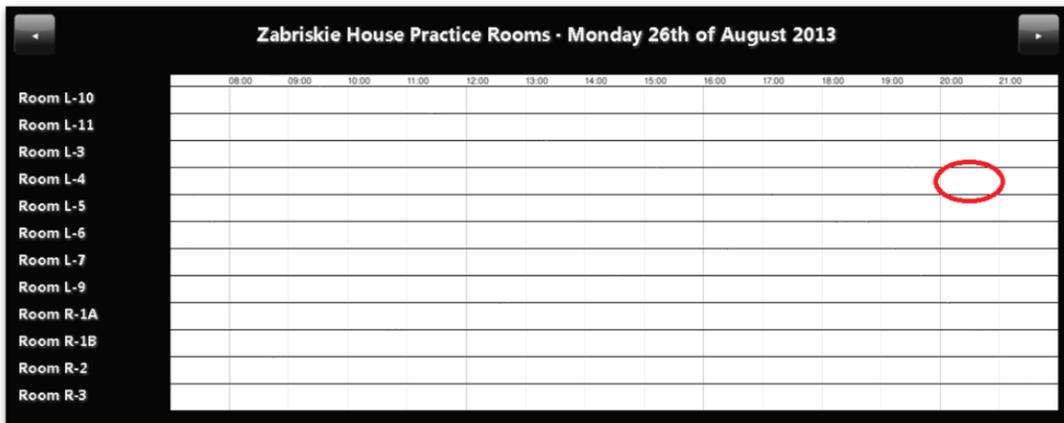
- c. You can either confirm the reservation by clicking the "✓" or cancel the reservation by clicking the "X". **Note: Room reservations can be confirmed no earlier than one hour beforehand and no later than 15 minutes after the reservation starts.**

5. **Make a Reservation – Kiosk**

- a. Tap your Longy ID card on the reader below the Kiosk screen.
- b. Click on Room Zones, then choose a Location Group.



- c. Now click on the room and the starting time you want. (Don't worry if you can't get it exact, you can change it later. You can only choose reservation times in the future.)



- d. From the reservation screen you can modify the start time, end time, and date. Be sure to click Save before you leave. **Note, if the start time is within the next hour, your reservation is automatically confirmed. If not, you'll need to return to a kiosk to confirm it.**

## *Longy's ASIMUT Booking Policies*

### **6. Booking Rules:**

- a. ASIMUT is always right.
- b. All reservations are provisional until confirmed by you at a kiosk by logging in (tapping your card) and clicking the “✓” no earlier than one hour beforehand and no later than 15 minutes after the reservation start time.
- c. If you fail to confirm a reservation within 15 minutes, the reservation is automatically cancelled and anyone can use your reservation block.
- d. You are restricted to no more than two (2) hours of practice per day.
- e. You can make reservations no more than 14 days in advance.
- f. Minimum booking length is 30 minutes and the maximum is 2 hours.
- g. The minimum gap is 30 minutes.
- h. The visible horizon is 1 year.
- i. Students are never allowed to book rooms for Lessons, Classes, or rehearsals with your professor such as Chamber Coaching. Ask your professor to book those for you.
- j. Rooms labeled Practice Rooms are available for reservation from Open to Close 7-days a week
- k. Rooms labeled Classrooms are available for reservation from 8am-9am and 6pm-Close, Monday-Friday and from Open-Close, Saturday-Sunday.
- l. ASIMUT is viewable from any computer or tablet with a web browser or from each of the two kiosks in the foyer of Longy's two buildings.
- m. If you lose your student ID, there will be a \$20 replacement fee.
- n. Chamber music bookings will be handled by the front desk.
- o. The “use it now” clause: in order to ensure that rooms are being used as efficiently as possible, the following clause was established:
  - i. A room may be booked right now without using your daily quota limit using the 2-hour rule. The 2 -hour rule is the ability to book a room right using 2 hours of time in any combination of advance notice and reservation time.
  - ii. E.g. It is 3pm and you just got out of class. You notice that Room L-6 is free for the next two hours, but you have already used your 2 hours of practice for the day. No problem. You can book L-6:
    1. For the next 2 hours at most OR
    2. At 3:30pm for 1.5 hours at most OR
    3. At 4pm for an hour at most OR
    4. At 4:30 for half an hour at most

If you have any questions or concerns about the system, please contact Longy's Help Desk at [helpdesk@longy.edu](mailto:helpdesk@longy.edu)

For additional information on booking rooms for Rehearsals and Chamber Bookings, please contact the Front Desk at [frontdesk@longy.edu](mailto:frontdesk@longy.edu)