Asimut Instructions – Conservatory Students

Asimut is Longy’s room scheduling software. Conservatory Students can use it for viewing their class schedules and reserving practice rooms.

1. The Asimut system is located at: https://longy.asimut.net

2. To log in for the first time – web interface
   a. Click on “Click here to request or reset your password

   ![Click here to request or reset your password](image1.png)

   Copyright © 2007-2013 by ASIMUT software

   b. Enter the Captcha words and your Longy email address into the email field

   ![Enter Captcha and email](image2.png)

   Copyright © 2007-2013 by ASIMUT software

   c. You will then see this screen image

   ![Screen image](image3.png)

   Copyright © 2007-2013 by ASIMUT software

   d. You will receive an email in the external email account you provided Academic Affairs. It will look like this:
ASIMUT at Longy School of Music of Bard College

You have requested a new password

Your user account is [REDACTED]

Use this link to reset your ASIMUT password
https://longy.asimut.net/public/secure/manager.php?sk=4c20721e5f10335wT

If you did not request to reset your password, you may safely ignore this mail.

Best regards
ASIMUT

e. Click on the URL and you will be redirected to a page that looks like this. Enter your Longy email address and type in a password. The password must be 8 characters long and contain an upper case and lower case letter as well as a number.

![Password Entry Screen]

f. If the email is valid and your password includes all of the necessary criteria and both password fields match, the fields will turn green and you will see the below screen. Click on the “Click here to log in” hyperlink.

![Password Changed Screen]

g. You will be brought back to the original log in screen. Enter your Username and the password you just created.

![Login Screen]

h. The next time you log on simply browse to https://longy.asimut.net and enter your username and password (see image from 2.a).

i. You will now see the main Asimut screen. The default view is “My agenda”. It will show you your agenda for the next seven (7) days by clicking on any day/month combination on the “Calendar” field.
3. My preferences – web interface
   
a. You can add your Asimut schedule to almost any calendar application. Click on “My preferences” on the main screen and you will see the below field. Click on “Click here to subscribe to your Asimut schedule”

   **My preferences**
   
   Language: **English (default)**
   
   Calendar feed: **Click here to subscribe to your ASIMUT schedule**
   
   Calendar feed past horizon: **14** days

   [Save] [Cancel]

   b. Now choose the application you want. The choices are: Google Calendar, MS Outlook 2007, MS Outlook 2010, MS Outlook 2010 Webmail, Apple iCal, and Other. Choose the one you want and follow the instructions.

   **How to subscribe to your ASIMUT schedule in 3rd party calendar software**

   This guide describes how to view your ASIMUT schedule from outside of ASIMUT by subscribing to a calendar feed.

   Select your preferred application from the dropdown list to see relevant instructions.

   [Show steps to set up...]

   **Your personal iCalendar feed URL:**

   [https://longy.asimut.net/api/ical.php?token=jY4MyuhD2SLmBAnn]

   Important: This URL is not password protected, but it is private. Do not share it, unless you want to give someone else access to your schedule.

   **Past horizon**

   This setting has moved to "My preferences"
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.

Calendar

September 2013
Mo Tu We Th Fr Sa Su
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30

b. Choose a room group from the Locations group

Location groups:

ALL ROOMS
PRACTICE ROOMS
REY-WALDSTEIN BUILDING
ZABRISKIE HOUSE

c. Select the room and start time of your reservation by left clicking on it in the Overview of Practice Rooms field

Overview of Practice Rooms

<table>
<thead>
<tr>
<th>Room</th>
<th>10:00</th>
<th>12:00</th>
<th>14:00</th>
<th>16:00</th>
<th>18:00</th>
<th>20:00</th>
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<tbody>
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d. You will now see an overview of your reservation. Note that the end time of your reservation is the same as beginning time.

Date & time: 3/9/2013 10:00 - 10:00
Location: RWB002
Description:

| RWB002 |
| Practice Room | 

Inventory

Baby Grand Piano

Save  Cancel
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.**

6. **Check Schedule – Kiosk**
   a. Swipe your card through the magnetic strip reader to the right of the screen to log in. Make sure that the card’s magnetic stripe is facing you.
   b. You will see a screen similar to the one below.
   c. You can either cancel the reservation by clicking the “X” or confirm the reservation by clicking the “✓”
   d. **Note:** Room reservations can be reserved no earlier than one hour beforehand and no later than 15 minutes after the reservation starts.
7. **Make a Reservation – Kiosk**
   a. Swipe your card through the magnetic strip reader to the right of the screen to log in. Make sure that the card’s magnetic stripe is facing you.
   b. Click on Room Zones then choose a room group.
   c. Now click on the room and the starting time you want.
   d. From the reservation screen you can modify the beginning time, end time, and date. Be sure to click Save to save the reservation.

8. **Booking Rules:**
   a. Asimut is always right.
   b. All reservations are provisional until confirmed by you at a kiosk by logging in (swiping your card), and clicking the “✓” no earlier than one hour beforehand and no later than 15 minutes after the reservation starts.
   c. If you fail to confirm a reservation 15 minutes after a reservation starts, the reservation is released 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 two (2) weeks 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. Rooms labeled Practice Rooms are available for reservation from Open to Close 7-days a week
   j. Rooms labeled Classrooms are available for reservation from 8am-9am and 6pm-Close, Monday-Friday and from Open-Close, Saturday-Sunday. **Exception**: Asimut does not currently allow you to make a
reservation in the system for Classrooms from 8am-9am, Monday-Sunday and 9am-6pm, Saturday-Sunday. During those times the rooms are first come, first serve.

k. Asimut is viewable from any computer or tablet with a web browser, from the two kiosk in the foyer of Longy’s two buildings, or from a mobile phone once the App is released.

l. If you lose your student ID, there will be a $25 replacement fee.

m. Chamber music bookings will be handled by the front desk.

n. 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.
   ii. 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.
   iii. E.g. It is 3pm and you just got out of class. You notice that Room L-10 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-10:

1. For the next 2 hours at most OR
2. At 3:30pm for an 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

o. If you have any questions or concerns about the system, please feel free to contact the Information Systems department at x1772 or email at noah.hulbert@longy.edu.