

Carnegie Mellon University

School of Music

ASIMUT USER GUIDE

Last Updated September 2026

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Getting Started

What is ASIMUT?

[ASIMUT](#) is a scheduling, room booking and event management software created specifically for performing arts institutions.

How do I get started?

Go to cmu.asimut.net. You will be redirected to a Single Sign-On (SSO) page where you will enter your AndrewID and password, and complete Duo verification.

You will have a personalized agenda page. This will be populated with events you create, as well as School of Music classes, rehearsals, or other events you have been assigned to. You can select from three different agenda views, as well as self book practice and rehearsal spaces and request recitals or recording services sessions.

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The screenshot displays the ASIMUT agenda interface for a user named Jesse Montgomery. The interface is divided into several sections:

- Left Sidebar:** Contains navigation links: "My available quota: No quotas defined", "My agenda" (highlighted in red), "Search", "Sign-up", "Locations", "My Recital Requests", and "My Recording Requests". At the bottom, there are icons for "Personal Preferences" (gear), a question mark, a calendar, and a user profile.
- Header:** A red bar at the top reads "Agenda for Jesse Montgomery".
- Main Agenda List:** Displays a list of events by date:
 - Tuesday July 7, 2026:** no events
 - Wednesday July 8, 2026:** 3:00 PM - 4:00 PM, **Monthly SoM Staff Meeting** in HOA 103 (Conference Room), **Participants: 14**
 - Thursday July 9, 2026:** no events
 - Friday July 10, 2026:** no events
 - Saturday July 11, 2026:** no events
 - Sunday July 12, 2026:** no events
 - Monday July 13, 2026:** no events
 - Tuesday July 14, 2026:**
 - 10:00 AM - 11:00 AM: **Student Recital - Albus Percival Wolfric Brian Dumbledore - Setup** in CFA Kresge, **Participants: 4**
 - 11:00 AM - 12:00 PM: **Student Recital - Albus Percival Wolfric Brian Dumbledore - Recital** in CFA Kresge, **Participants: 4**
 - Wednesday July 15, 2026:** no events
 - Thursday July 16, 2026:** no events
- Right Panel:** Features an "Agenda view:" selector with three icons: a list view (selected), a compact agenda view, and a weekly calendar view. Below this is a calendar for "JUL 2026" showing the month grid. The 7th is highlighted in red. A red circular button with a white "+" sign is labeled "Add New Reservation".

Your Preferences

Set your language preference using the gear button. You can also use the information and links on this page to connect your ASIMUT agenda to your calendar program of choice. Instructions are provided for most popular clients.

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My available quota: ? No quotas defined My agenda Search Sign-up Locations My Recital Requests My Recording Requests	 Setup and preferences Setup Calendar feed setup instructions Install ASIMUT on this device Preferences Language English (United States) Email separator Semicolon (;) Locations overview Zoomable overview (touch screen devices) Calendar feed past horizon One week
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Main Menu Functions

Your Name

Click on your name to view Booking Information (policies)

Agenda

Your personal agenda, as pictured above.

My Available Quota

Students are allocated a rolling quota of 8 hours, with a booking horizon of 14 days. As soon as a reservation is completed, those hours are added back to your future quota. Students have a free horizon of two hours, which means you can book any space that is available to you in the next two hours, even if your 8 hour quota is spent on future reservations.

Search

Search for events, locations, or individuals from the Search screen. If you cannot find the specific room you're looking for in the Locations menu, try searching for it here.

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My available quota:  for future events 8:00 My agenda Search Sign-up Locations My Recital Requests My Recording Requests	Search CFA Kresge   Events with <u>CFA Kresge</u> in title or descri...  Events in <u>CFA Kresge</u>  Events in CFA A4/6 Vlahakis Recording S...  Overview of Classrooms with ACH and K...	Search for agendas and events  Enter the name of a location to find a list of events and bookings in that location.  Enter the name of a location group to find an overview of events and bookings in that location group.  Enter the name of a category to find a list of all events in that category.  Enter the name of a person to find an agenda of all events where that person participates.  If you are searching for a specific event, enter one or more words that might appear in the name or description of the event.
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Event Sign Up

Search for events you can sign up for. The School of Music currently utilizes Event Sign Up for various student crews, but will expand use to include masterclasses, juries, and other events in the future.

Carnegie Mellon University
School of Music

My available quota: ?
for future events 8:00

My agenda

Search

Sign-up

Locations

My Recital Requests

My Recording Requests

Sign-up

Search for events that I can sign up to

Stage Crew Shifts

Sign up for your shifts

Recording Crew Shifts

Sign up for your shifts

Front of House Shifts

Sign up for your shifts

Locations

View rooms/buildings by common groups.

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< Locations

Rehearsal Spaces

Practice Rooms

Performance Spaces

Agenda for Jesse Montgomery

Tuesday August 25, 2026

4:00 PM - 5:00 PM

Large Ensemble Mandatory Meeting - Large Ensemble Mandatory Meeting

in CFA Kresge

Faculty: Daniel Curtis (dcurtis), Stephen Story (story), George Vosburgh (vos)

Recording Crew: Kristian Tchetchko (kft)

Participants: Taylor Boyle (taylorbo), Jesse Montgomery (jrmontgo)

Wednesday August 26, 2026 · no events

Thursday August 27, 2026

2:00 PM - 2:50 PM

57100-A: Convocation

in CFA Kresge

Faculty: Monique Mead (mmead)

Students: 113

Participant: Jesse Montgomery (jrmontgo)

Agenda view: ☰ 📅 ⏏

Today

AUG 2026 ▼ < >

S	M	T	W	T	F	S
						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	31					

Clicking a location group will show you a daily schedule for that group. Hovering over an event will display a tooltip with more information about that event. You can select different dates with the arrows, or by clicking on the date header and selecting a different day.

Rehearsal Spaces

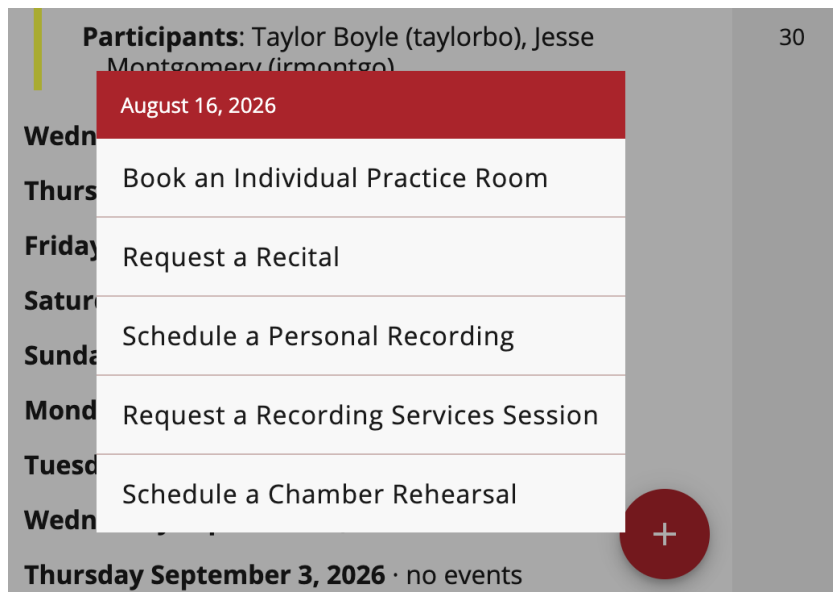
Tuesday, August 25, 2026

	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
CFA A2	57152-D: Ha (57:15-2:00)	57444-A & 57445-A (57:44-6:00)	57152-C: Har (57:15-2:00)	57442-A: Ar (57:44-6:00)	57562-A: Int (57:56-2:00)	57560- (57:56-2:00)						57925-A: The Symphonies (57:92-5:00)			
CFA Alumni	57339-A: Ac (57:33-9:00)				57437- (57:43-7:00)	57675- (57:67-5:00)						57437-L & 57737- (57:43-7:00)			
CFA M15		57557- (57:55-7:00)	57605- (57:60-5:00)				57196- (57:19-6:00)								
CFA M16		57257- (57:25-7:00)	57257- (57:25-7:00)	57257- (57:25-7:00)	57981-A: Fo (57:98-1:00)	57223- (57:22-3:00)									
HOA 223		57411-A & 57412-A (57:41-11:00)	57152-B: Ha (57:15-2:00)		57864- (57:86-4:00)	57222- (57:22-2:00)									
HOA 224		57152-A: Ha (57:15-2:00)	57360- (57:36-0:00)	57334- (57:33-4:00)	57458- (57:45-8:00)	57491- (57:49-1:00)									
HOA 225		57454- (57:45-4:00)			57873-A & 57874-A (57:87-3:00)	57493- (57:49-3:00)									
HOA 226		57332- (57:33-2:00)	57332- (57:33-2:00)	57332- (57:33-2:00)											
HOA 227															
MM 119		57163-A (57:16-3:00)	57163-B (57:16-3:00)					57117-A, 57422- (57:11-7:00)	57422- (57:42-2:00)			57015-A: Violin S (57:01-5:00)			
CFA Kres		57437-E & 57737- (57:43-7:00)	57457-A & 57458-A (57:45-7:00)	57437-G & 57737- (57:43-7:00)	57017 (57:01-7:00)	57010- (57:01-0:00)	Large En (57:01-0:00)					57016-A: Viola S (57:01-6:00)			

Creating a New Reservation

You can request a new reservation using the + on the agenda page or on a location page, or by clicking on a blank space in the calendar for a specific room.

Clicking the + button or in the white space of a bookable venue will pull up a menu of event categories you are allowed to schedule. Not all categories are available for all users or all rooms. Not all rooms are available for all users or for self booking.



After you select your event category, you will be taken to a screen to enter details:

Choose an upcoming date, or click Select a Date to pull up a calendar. How far in advance an event can be scheduled depends on the category. If you select a date out of this window, more information will display in the yellow box.

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My available quota: ?
for the week of Aug 3 - Aug 9 8:00

My agenda

Search

Sign-up

Locations

< Reservation

Friday 8/7/26

Insert time...

This event does not currently have a location

Today

Fri Aug 7

Sat Aug 8

Sun Aug 9

Mon Aug 10

Show full calendar

— Your minimum allowed booking length is 30 minutes

— Booking without a location is not allowed

Save

Be careful when selecting your start and end times! It is easy to mistakenly select 2:00 am instead of 2:00 pm.

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My available quota: ?
for the week of Aug 3 - Aug 9 8:00

My agenda

Search

Sign-up

Locations

< Reservation

Friday 8/7/26

1:00 PM - 2:00 PM

This event does not currently have a location

Select location

Description ...

Participant: Jesse Montgon

— Booking without a location is not allowed

Save

a.m.

minutes

12 1 2 3 :00

4 5 6 7 :15

8 9 10 11 :30

p.m.

12 1 2 3 :45

4 5 6 7

8 9 10 11

Next, select your location. You can search for a room group, which will take you to that group's schedule on your chosen date, or search for a specific room number (i.e. CFA M160). If your desired room has a conflict, it will be grayed out.

My available quota: ?
for the week of Aug 3 - Aug 9 8:00

My agenda

Search

Sign-up

Locations

< Reservation

Friday 8/7/26

1:00 PM - 2:00 PM

Select location ×

📍 CFA M131 (Practice Room)

📍 CFA M132 (Practice Room)

📍 CFA M134 (Practice Room)

📍 CFA M138 (Practice Room)

📍 CFA M140 (Practice Room)

This event does not currently have a location

Once you select a room, relevant information, including hours, will display on the right.

Finally, add your participants, if applicable, and Save. If one or more of your participants have a conflicting event, it will strike through their name and display the conflicting time. You can choose to remove the individual with the conflict, or go back and find a different time.

Note: Conflict checking ONLY works with CMU School of Music affiliated events also scheduled in ASIMUT, and only if the individual is listed as a participant in another event. It will not check against personal calendars, CMU SofM classes, campus events, lectures without defined participants, etc.

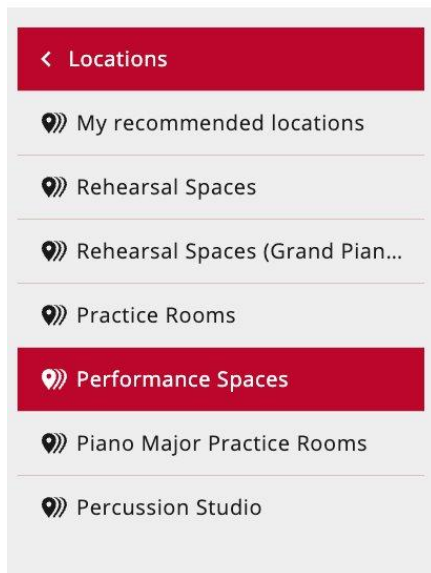
Recital Request Form

Start by looking at the Performance Spaces location group to see our standard recital venues (Kresge/ACH) alongside all our venues that may hold conflicting large ensemble performances, etc. **Large Ensemble Performances are in Blue** and **Recitals are in Green**. Plan for having multiple ranked options.

Your recital may not conflict with a Large Ensemble performance, and cannot conflict with a recital taking place in Kresge when there is a recital in ACH, and vice versa.

Your recital request is for your actual recital start time (downbeat). Your request must allow for the required setup time in the space calendar (Kresge = 30-60' or ACH = 60'), which will be added by the recital scheduling team. Any technical requirements beyond recording & streaming require 60 minutes of setup.

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Complete the request form in ASIMUT by clicking on an available time, or clicking the + button to find the “Request a Recital” form and complete all required fields.

March 19, 2027

Schedule 1-on-1 Lesson

Book an Individual Practice Room

Request a Recital

Schedule a Personal Recording

Schedule a Chamber Rehearsal

day April 10, 2027 · no events

+

< Student Recital

Thursday 3/18/27

7:00 PM – 9:00 PM

CFA Kresge

X

Description ...

Performer: Jesse Montgomery (jrmontgo)

Faculty:

Victoria Luperi (vluperi)

Add Faculty...

Remove all

Collaborative Pianists:

Seul Lee (seull)

seul

Remove all

CFA Kresge

Description

Kresge Theatre, Recital Hall

Inventory

Steinway D Grand (4)

Regular opening hours

Monday 08:00 am - 11:55 pm

Tuesday 08:00 am - 11:55 pm

Wednesday 08:00 am - 11:55 pm

Thursday 08:00 am - 11:55 pm

Friday 08:00 am - 11:55 pm

Saturday 08:00 am - 11:55 pm

Sunday 08:00 am - 11:55 pm

Copy/paste and complete the following criteria in the Description box above, and click save.

i Please copy/paste and complete the following criteria in the description box. By submitting this request, you are confirming that your studio instructor and collaborative piano pianist have approved your recital date, time, and venue. If submitting multiple date requests, please rank them in order of preference.

Your recital request is for your actual recital start time (downbeat). Your request must allow for the required setup time in the space calendar (Kresge = 30-60' or ACH = 60'), which will be added by the recital scheduling team. Any technical requirements beyond recording & streaming require 60 minutes of setup.

Rank: 1, 2, 3

What is your requested setup length: Kresge = 30-60', ACH = 60

Recital Type: Solo, Joint, Chamber

Level of Study: First year, Sophomore, Junior, Senior, 1st Year MM, 2nd Year MM, AMS

Is this recital required for your degree graduation requirements: Yes/No

What is your major:

Do you need recording services: None, Audio recording only, Audio and video recording, Audio and video recording w/ webcast, Webcast only

Do you have any other technical needs:

Modifying, Canceling, or Viewing a Reservation

First, find the event you want to modify, cancel, or view in your agenda, and click on the three dots next to its title:

Carnegie Mellon University
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My available quota: 

for the week of Aug 3 - Aug 9 7:00

My agenda

Search

Sign-up

Locations

< Rehearsal

Fri 08/07/26 2:00 PM - 3:00 PM 

Test Rehearsal
in HOA 223 (Classroom)

Participants: Jesse Montgomery (jrmontgo),
Kristian Tchetchko (kft)

Choose which events to display

☒ Events where I participate

☐ All events

Select the option you want from the popup menu

< Rehearsal

Fri 08/07/26 2:00 PM - 3:00 PM 

Test Rehearsal
in HOA 223 (Classroom)

Participants: Jesse Montgomery (jrmontgo),
Kristian Tchetchko (kft)

Choose which events to display

☒ Events where I participate

☐ All events

Event options

 Edit

 Cancel

 Email participants

NOTE: Non-recital reservations may be canceled at any time due to safety or facilities issues, staffing shortages, severe weather, power outages, or to accommodate School of Music events.