

Make an Appointment through iAdvise

If an individual has made times available for you to schedule through iAdvise, you will see a Schedule Appointment link in their contact information.

1. Click on the person's name and the Schedule button, click on the three dots next to the person's name and click the Schedule link, or click the name of the office's Service tile if the person is not in the small tiles at the top.
2. Select answers to the question, "What do you need help with?"
3. Select a Reason.
4. Select a meeting day and time from the choices offered. You can change the dates to seven days ahead. If you are on a computer, click on the date range, then select a date on the calendar.

OPTIONAL: Type in more information about what you hope to accomplish during your scheduled appointment.

1. Click Submit to set the appointment. You will get an email with the appointment details, and the meeting will be listed on your Dashboard. Pay close attention to the instructions provided.

Change or Cancel an Appointment

Upcoming appointments will be listed on the Upcoming menu. To modify an appointment, you will click on the tile showing the appointment details. You will need to cancel the meeting to change and reschedule it; Please do so as far in advance as possible so another student can use the slot.

You can also use your Dashboard and find your appointment. Click on the meeting and manage it on the menu that will appear – you can view the details or cancel it from there.

Connect to people who can help you.

- The My Success Network is your **home page**. Your Success Network shows your Advisor(s), Instructors (undergraduates only), and others who are directly connected to you.
- Each person's contact information and appointment scheduling options are visible to you. (If you are a graduate student, you will see Financial Aid in your Success Network to connect with them if needed.)
- You can browse a broader list of available services by searching from that page or clicking the "Show Other Services" button.
- For each person or service listed, you will find contact information, supporting websites, and a link to make an appointment if online scheduling is enabled.

You need to do some initial setup in iAdvise. You need to:

1. Click on the iAdvise portlet.
2. Click on the down arrow under your name.
3. Click on Edit Profile.
4. You can have a message sent to your phone. In Text Messages, click on the smartphone icon and select your cell phone carrier to obtain the correct information. Enter the data shown in the instructions in the box based on your cell phone carrier.
5. Review your appointment reminder preferences. Reminders are required, but you can change the time. (HIGHLY RECOMMENDED)
6. Click Save Changes.

Reminder - You may not remove your photo. Your iCard photo is required per photo requirements for iAdvise.