

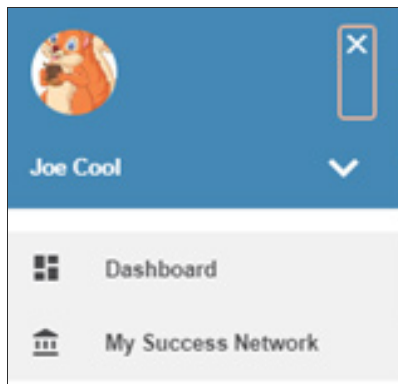
Companion Document for Video #4: Schedule and Edit Appointments



Your advisors, instructors, and other support staff may make their calendars available to you so you can schedule a meeting to discuss classes, resources, or anything else you need.

To Schedule an Appointment:

1. Click the top left-hand menu on the Dashboard and select My Success Network.

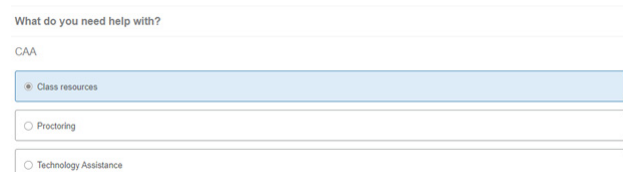


2. Find the name of the person with whom you want to schedule a meeting.

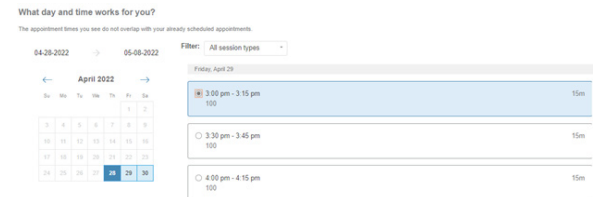
3. Click the three dots to the right of their name and select "Schedule".



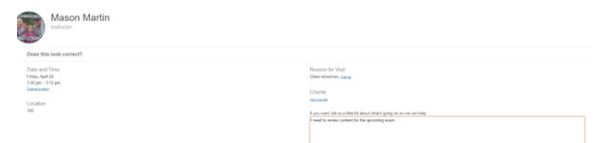
4. Select a help topic and then click continue at the bottom right.



5. Choose a meeting day and time and click Continue.



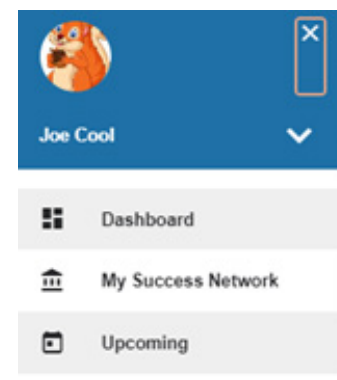
6. Confirm the meeting details, add a note if needed, and click Confirm.



Editing Appointments

You have the option to edit your appointment on the confirmation page.

You may view all appointments within the "Upcoming" link in the main menu.



Click the three dots next to the appointment details if you need to cancel.

