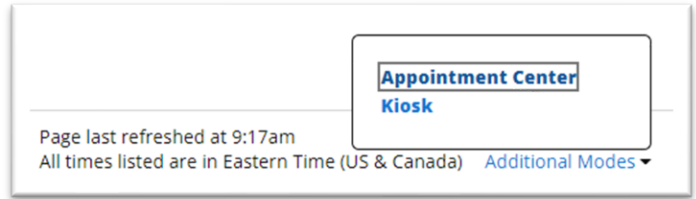


Navigate: Make an Appointment for Another User

1. Open the Appointment Center

- From the *Staff Home* screen, click *Additional Modes* in the bottom right corner of the screen.
- Click *Appointment Center* from the pop-up menu.
- Click the name of the location for the student’s appointment.



2. Create an appointment for the student with the appropriate staff

- Enter the student name or E Number in the *Enter Student Name* search bar under the location name on the *Appointment Center* page. The click the correct student name when it appears below the search bar. An info box will appear with the student’s name, E Number, and email for verification.
- Scroll down to the row of four boxes reading *Care Unit, Service, Staff, Meeting Types*.

Care Unit	Service	Staff	Meeting Types
Advising	All Services	All Staff	All Meeting Types

- Click the *All Services* drop-down menu under *Services* and select the service which most closely matches the student’s presenting need. If none closely match, select *General Advising Questions*.
 - Click the *All Staff* drop-down menu under *Staff* and select the name under *Assigned Staff*. If there is no assigned staff, select any name or leave this box blank.
 - Click the *All Meeting Types* drop-down menu under *Meeting Types* and select the student’s preferred meeting type – *In Person, Phone, Virtual*. Only the meeting types the staff has set in their availability will appear in the *Meeting Types* box.
- NOTE: The *Scheduling Grid* may fluctuate as selections are made for Service, Staff, and Meeting Types.
- Review the *Scheduling Grid* for times that the staff and student are both available.

NOTE: Existing items on the staff or student calendar will be blocked as *Busy*. The first column will show the student’s availability. The following columns will show staff availability in alphabetic order. The student column is frozen. A scroll bar at the bottom of the *Scheduling Grid* may be used to compare student availability to another staff availability.

	Bucky Buc	Staff Buc 1	Staff Buc 2
8 AM ET		Busy	Busy
9 AM ET			
10 AM ET			Busy
11 AM ET		Busy	
Noon ET		Busy	Busy

- If needed, use the Scheduling Grid inputs to search for a specific date or time. Click inside the *Date* box to select a date from a drop-down calendar.
- Once you have confirmed a date and time with the student, click the free space for the date and time inside the staff members' scheduling grid.
- A *Create an Appointment* window will appear. Confirm the *Service, Organizer, Meeting Type, Student,* and *When* information.
- Enter text in the *Comments* box. Include your initials and any information which may be helpful for the Advisor in preparing for the student appointment.
- Click *Create Appointment*. A confirmation email will be generated for the student and the Advisor.

Scheduling Grid ▼ ⓘ

Date: 10/06/2021 📅 Start Time (ET): 8:00AM ▼ End Time (ET): 5:00PM

October 2021

Su	Mo	Tu	We	Th	Fr	Sa
					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

or Wednesday,