APPOINTMENT SCHEDULER INSTRUCTIONS

This guide will walk you through the steps for setting an appointment with your advisor.

Access the Appointment Scheduler through MyUH:

Click on the “Advising” link to see the menu of options.
When you select “Schedule an Appointment” this page appears:

This page gives students three tabs to choose from. The first tab, "Appointment with My Advisor," allows them to connect to an advisor for their major area simply by clicking the button marked "Schedule Appointment with My Advisor." In this example, the student will see a list of the advisors for Accounting and will choose an appointment with one of them.

The "Appointment with Other Advisor" gives students the option to schedule an appointment with an advisor for another major (or minor) area.

The "My Appointment" tab provides students with a list of all their existing appointments.
When you hit the “Schedule Appointment with My Advisor” button a page like this appears:

This is the page that shows students their major advisor(s). Students access the advisor's calendar by hitting the "Select Advisor" button.

The "Advisor Notes" have not been completed on this example. However, this is the area where the Notes will display when they are filled in.

Hit the “Select Advisor” button and the advisor’s calendar appears:

This is the student's view of the advisor's calendar of appointments. Past appointments are shown but are "grayed out." The available appointments are in blue.

To schedule an appointment the student just clicks on the blue link on the calendar.
When you select an available appointment time, this page appears:

If you wish to schedule another appointment just return to the “Schedule an Appointment” page and make another selection. The “Appointment with Other Advisor” tab gives you this page:

Students fill in an "Appointment Reason" in the text box provided. Then they hit the "Confirm Appointment" button. A confirmation email is sent to them and the appointment is added to the advisor’s list. It is also removed from the advisor’s calendar.

Students may schedule appointments with advisors outside their major. There are drop-down menus provided on the “Appointment with Other Advisor” tab that enable the student to choose an advisor by area and major.

Note that only advisors who are participating in the Appointment Scheduler system will have calendars associated with this function. If they are not part of the system they will not have a link to any calendar.
Finally, use the “My Appointment” tab to review a list of your appointments:

The "My Appointment" tab gives students a list of all their appointments, past and future.

You may also use this page to cancel an appointment:

On this page students may also choose to cancel a pending appointment. They simply hit the "Cancel" button and an email is generated confirming the cancellation. The appointment time will then return to the advisor's calendar, available for another student.