Instructions and Hints for Using the PeopleSoft Appointment System to Schedule appointments with your NSM academic Advisor

June 8, 2010 Rev 1 Tristan Sims

***Whenever using MyUH, please DO NOT USE THE BACK BUTTON!! You may receive error messages when trying to proceed, and you may have to log out, close your browser, then re-log in.***

1. Log into your MyUH account.
2. From the main page, to the left menu bar is the “Advising” link. Or, you can view the navigation pane, and click the link “Advising.”
3. You will see two links. “List of Advisors” is a separate window that displays contact information for all Undergraduate Advisors at the University of Houston. To schedule an appointment, you will click on the “Schedule An Appointment” link.
4. The next window displays your current academic information: Major, college, e-mail and phone number. Be sure to check the information to see if it's correct (e-mail and phone can be changed by clicking on Campus Personal Information).
   a) If you are a Double Major or Double Degree, only the 1st major will be listed. If your 2nd major/degree is an NSM major, that information will not be displayed. Proceed to step 9.
   b) If the major that is listed is not correct, proceed to step 9. You will need to meet with an NSM advisor to confirm the information in the system as valid and current.
   c) Minors are not listed, so if you wish to meet with an NSM advisor to discuss a minor, proceed to step 9.
   d) If you are an NSM Postbaccalaureate, proceed to step 9. This system is engineered for 1st degree seeking Undergraduates.
   e) If the information is correct, and you are listed as an NSM major, click “Schedule Appointment with My Advisor”.
5. Below, you will see a list of all advisors that service your major. You will see their current photo, name, location (room number and building abbreviation), contact info (phone/e-mail), and notes, which will generally alert you of walk-in times or special conditions. Click Select Advisor when you have chosen one.
6. Next, a calendar will display with all of the advisor's available times. If a time is not available, it may mean that all of the times for that day have been taken. All open times have a blue hyperlink. Select a time when you would like to meet.
7. On the next page, be sure to add some comments on the purpose of your meeting (this will help us to serve you better). Please do not use uncommon abbreviations or “texting” language. You will simply need to put your reason for the visit (e.g. transfer credits; change of major; petition courses). Try to use all 200 characters (the more info, the better). 200 characters ~ 20-25 words. When ready, click Confirm Appointment.
8. An e-mail will be sent to your destination to confirm the appointment. Be sure to check that you can receive UH e-mails at your destination inbox, and that it's not sent to a Junk Mail filter.
9. For all other students: you will have to use the tab “Appointment with Other Advisor”. From step 4, click the tab at the top.
10. There are three pull-down tabs. First, select Undergraduate [Career]. Second, select NSM Undergraduate [Program]. Finally, select the [Major]. Then click “Schedule Appointment with Other Advisor.”
11. From this point, refer to step 5, and follow the above instructions.

Note that you can track your appointments as well. If you have already scheduled an
appointment and wish to review the meeting information, confirm that the appointment was made, or even cancel the appointment, then on the Left Menu, click Advising, then Schedule An Appointment.

You should see three tabs. The tab to the far right is “My Appointments”. By clicking on this, you will see the information that you provided to schedule the meeting. If you wish to cancel this meeting, then scroll to the right, and click Cancel (click once). Once you click Cancel, you will receive an e-mail to your destination confirming the cancellation. To refresh the page, click on Schedule An Appointment to the left. Once you do this, the “My Appointments” tab should disappear (if that's the only appointment). If you have other appointments, then upon clicking on the “My Appointments” tab, the cancelled appointment will disappear. You will have to re-schedule the appointment by following the steps provided above.

*If you need to go back a step, remember to start over by clicking “Schedule an Appointment” on the left. Do not use the BACK button on your browser.*