

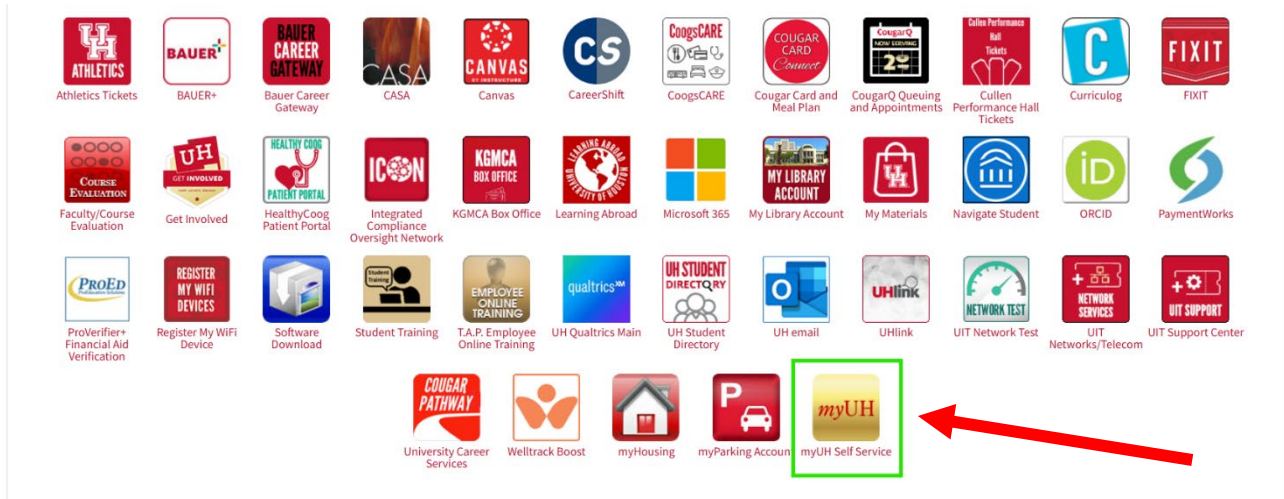


ISSSO APPOINTMENT SCHEDULER SYSTEM: STUDENT VIEW

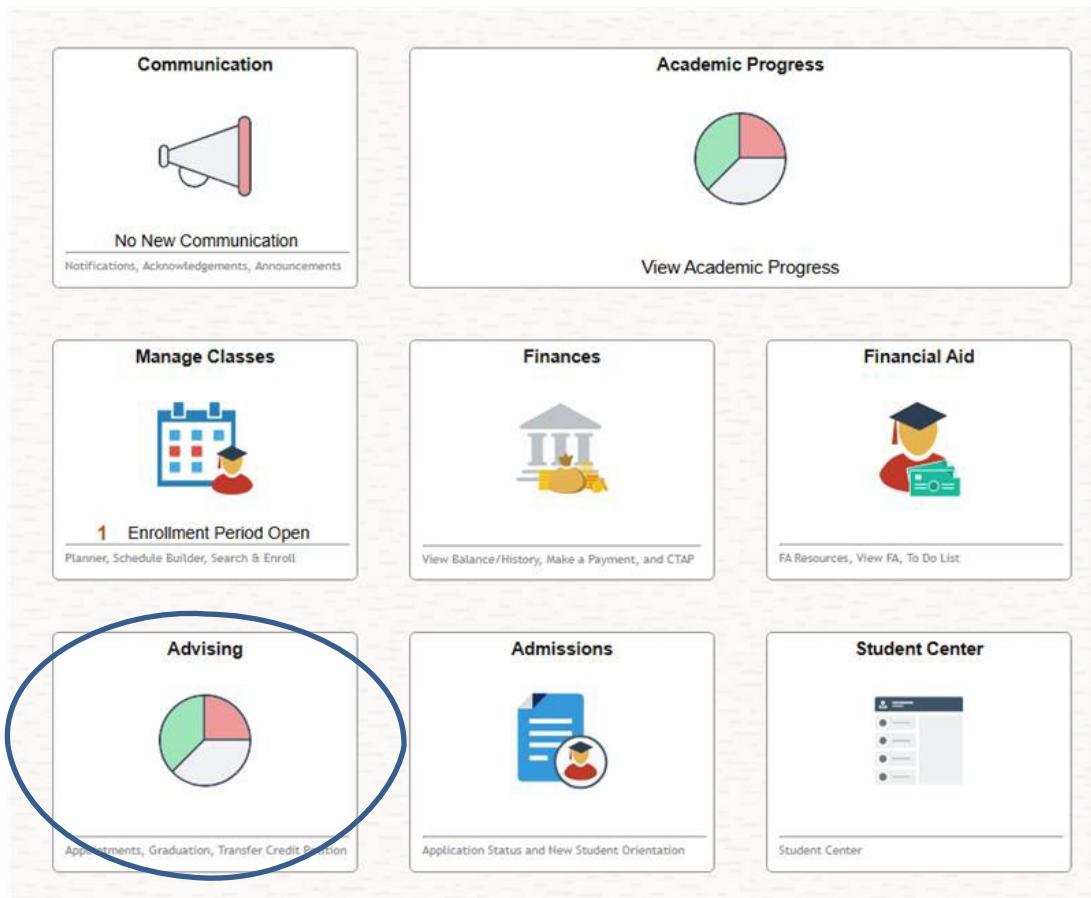
1. Visit “[AccessUH](#)” and sign in using your CougarNet ID or PeopleSoft ID(myUH Login used for Alumni).

The screenshot shows the AccessUH login interface. On the left is a 'Help ...' sidebar with an upward arrow and a list of links: 'AccessUH FAQs', 'Microsoft Login Instructions', 'Don't know your CougarNet ID?', 'Change/Reset CougarNet Password', 'Reset myUH Password', and 'Information about Microsoft 365'. The main content area has two tabs: '@cougarnet.uh.edu Login' and 'MyUH Login'. The '@cougarnet.uh.edu Login' tab is active, showing a red 'Login' button and instructions: 'Log in with your CougarNetID@cougarnet.uh.edu and CougarNet password.' Below this is a section titled 'Which login should I use?' with an upward arrow, containing two bullet points: 'Recently applied to UH: use the myUH Login with your 7-digit PeopleSoft number' and 'Newly admitted, current student/faculty/staff: use your @cougarnet.uh.edu credentials'. Red arrows point from the text above to the '@cougarnet.uh.edu Login' and 'MyUH Login' tabs.

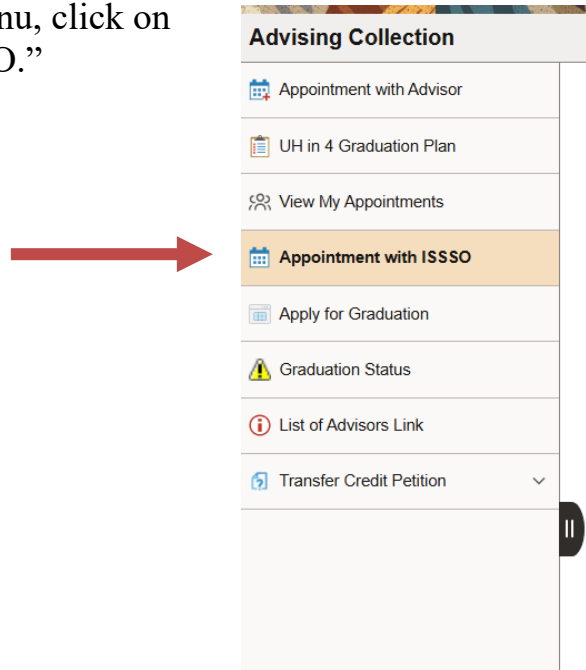
2. Click on the “myUH Self-Service” icon showing on the bottom left.



3. Click on tile that says “Advising.”



4. On the left side of the menu, click on “Appointment with ISSSO.”



5. Navigate to the ISSSO tab and click on the “Schedule Appointment with My Advisor” button.



6. A listing of ISSSO advisors will show up on your screen. The “Select Advisor” button appears next to each counselor. Select the Advisor you wish to schedule an appointment with.

Uhs App Main 8

Student Information

Name [REDACTED] ID [REDACTED]

Visa Type F1




SEVIS ID N [REDACTED] SEVIS Status

SEVIS Start Date SEVIS End Date

Career UGRD Undergraduate

Schedule Appointment with My Advisor

ISSSO is designing a new way for international students to schedule appointments. During this transition, the data you see displayed may differ from your current immigration information.

	<p>Name Ida Thompson Email ithompo@central.uh.edu Phone 713/743-5065 Building Name N/A Room Number N/A</p>	<p>Select Advisor</p>
	<p>Name Yue Xi Email nxi2@central.uh.edu Phone 713/743-5065 Building Name N/A Room Number N203</p>	<p>Select Advisor</p>
	<p>Name Stefan Johnsson Email sjohnsso@central.uh.edu Phone 713/743-5065 Building Name N/A Room Number N/A</p>	<p>Select Advisor</p>



7. Notice a calendar opens showing available appointments with the selected advisor. Click on the hyper-linked time when you prefer to attend an appointment.

Notice the **green [15]** next to Tuesday, November 4th, 2025 at 9:00 a.m. That means there are 15 seats remaining available for this **OPT Workshop** appointment slot.

Advisor Availability

Advisor Availability



November 2025



Advisor Name
Ida Thompson

- Blue: Available appointments
- Red: Appointment scheduled during this time
- Green: OPT Group applicants only
- Black: Past appointments
- [#]: Available seats for OPT Group

Today's Date
28/10/2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						November 01
November 02	November 03 10:00 AM	November 04 9:00 AM [15]	November 05 10:00 AM 10:30 AM 11:00 AM	November 06 10:00 AM 10:30 AM 11:00 AM	November 07 10:00 AM 10:30 AM 11:00 AM	November 08
November 09	November 10 10:00 AM 10:30 AM 11:00 AM	November 11 10:00 AM 10:30 AM 11:00 AM	November 12	November 13	November 14	November 15
November 16	November 17	November 18	November 19	November 20	November 21	November 22
November 23	November 24	November 25	November 26	November 27	November 28	November 29
November 30						

8. Enter a brief note explaining the purpose for the appointment. Examples include: “discuss my upcoming graduation”, “I want to drop a class”, or “discuss employment options and changing my status.” After entering your comments, click on the “Confirm Appointment” button.

View Appointment

My Appointment

You cannot schedule a same day appointment after 7 AM. Contact your advisor if further assistance is needed.

Details of your Appointment request are shown below

Advisor Name: Ida Thompson

Appointment Date: 05/11/2025

Appointment Time: 10:30 AM Duration: 30 Min

Building Name: N/A Room Number: N/A

Appointment Reason:
Above box can only take 200 characters

9. Click on the “OK” button to make your appointment

View Appointment

My Appointment

You cannot schedule a same day appointment after 7 AM. Contact your advisor if further assistance is needed.

Details of your Appointment request are shown below

Advisor Name: Ida Thompson

Appointment Date: 05/11/2025

Appointment Time: 10:30 AM Duration: 30 Min

Building Name: N/A Room Number: N/A

Appointment Reason:
Above box can only take 200 characters

Message


Are you sure you want to make this appointment? (0,0)








10. The appointment now shows on your “View My Appointments” tab.

View My Appointments											
View Appointments-Student											
Institution	Advisor Name	Advisor Phone	Advisor Email	Appointment Date	Appointment Time	Duration (Min)	Building Name	Room Number	Appointment Reason	Cancel	
<input type="checkbox"/>	00730	Ida Thompson	713/743-5075	ithompson@uh.edu	05/11/2025	10:30 AM	30	N/A	N/A	I have questions concerning my very complicated immigration issue.	<input type="button" value="Cancel"/>

11. You will also receive a confirmation email of your appointment.

Confirmed: Appointment by Student


@uh.edu

To: @uh.edu Tue 10/28/2025 1:55 PM

This e-mail is to confirm your appointment with advisor.

Student Name : XXXXXXXXXX
 Advisor Name : Ida Thompson
 Student ID : XXXXXXXXXX
 Appointment Date : Wednesday, Nov 5, 2025
 Start Time : 10:30 AM Duration : 30 min
 Location : Virtual-Advisor will contact
 Building : N/A Room : N/A

Thank You
 Advisor Name : Thompson, Ida
 Phone : 713/743-5075
 Email : ithompson@uh.edu

Canceling Your Appointment

12. If you need to cancel your appointment, you can do so up to 24-hours in advance by clicking on the “Cancel” button. This will also remove the appointment from your “View My Appointments” tab.

View My Appointments

View Appointments-Student

											Personalize Find View All First 1 of 1 Last
<input type="checkbox"/>	Institution	Advisor Name	Advisor Phone	Advisor Email	Appointment Date	Appointment Time	Duration (Min)	Building Name	Room Number	Appointment Reason	Cancel
<input type="checkbox"/>	00730	Ida Thompson	713/743-5075	ithompson@uh.edu	05/11/2025	10:30 AM	30	N/A	N/A	I have questions concerning my very complicated immigration issue.	Cancel

13. Click on the “OK” button to cancel your appointment.


											Personalize Find View All First 1 of 1 Last
<input type="checkbox"/>	Institution	Advisor Name	Advisor Phone	Advisor Email	Appointment Date	Appointment Time	Duration (Min)	Building Name	Room Number	Appointment Reason	Cancel
<input type="checkbox"/>	00730	Ida Thompson	713/743-5075	ithompson@uh.edu	05/11/2025	10:30 AM	30	N/A	N/A	I have questions concerning my very complicated immigration issue.	Cancel

Message

Are you sure you want to cancel this appointment ? (0,0)

14. You will receive a cancellation email of your appointment.

Cancelled: Appointment cancelled by Student

 [Redacted]@uh.edu
To: [Redacted]@uh.edu

Tue 10/28/2025 1:56 PM

This e-mail is to inform cancellation of your appointment.

Student Name : [Redacted]
 Advisor Name : Ida Thompson
 Student ID : 2403938
 Appointment Date : Wednesday, Nov 5, 2025
 Start Time : 10:30 AM Duration : 30 min
 Location : ISSSO

Thank You
 Advisor Name : Ida Thompson
 Phone : 713/743-5075
 Email : ithompson@uh.edu