Step 1: Go to your preferred page to log into the Success Network

a) Success Network homepage
   i. Click the Login button on the right

b) MyFAU homepage
   i. Sign in
   ii. Click on the Success Network link
Step 2: Go to your Success Network

a) Click on the menu (three lines) in the top left

b) On the menu that slides out click on My Success Network

Step 3: Click on Tuition & Billing Services (TBS)
Step 4: Click on *Schedule Appointment*

![Schedule Appointment button](image)

Step 5: Click on Reason for appointment, then *Continue*.

![Tuition & Billing Services (TBS) form](image)

1. Reason

2. Continue
Step 6: Select the day and time that you would like to meet and click Continue. By default, availability for the current week is displayed. If you click on the populated “To” date field and then select an end date from the calendar, you will see all the days and times available for the defined timeframe.

Step 7: On the confirmation screen, verify that all content is correct and include any additional details in the comments field before clicking Confirm.

Step 8: You should receive a calendar invitation with the details confirming the appointment. Accept the invitation but do not decline the invite, doing so would cancel the appointment.