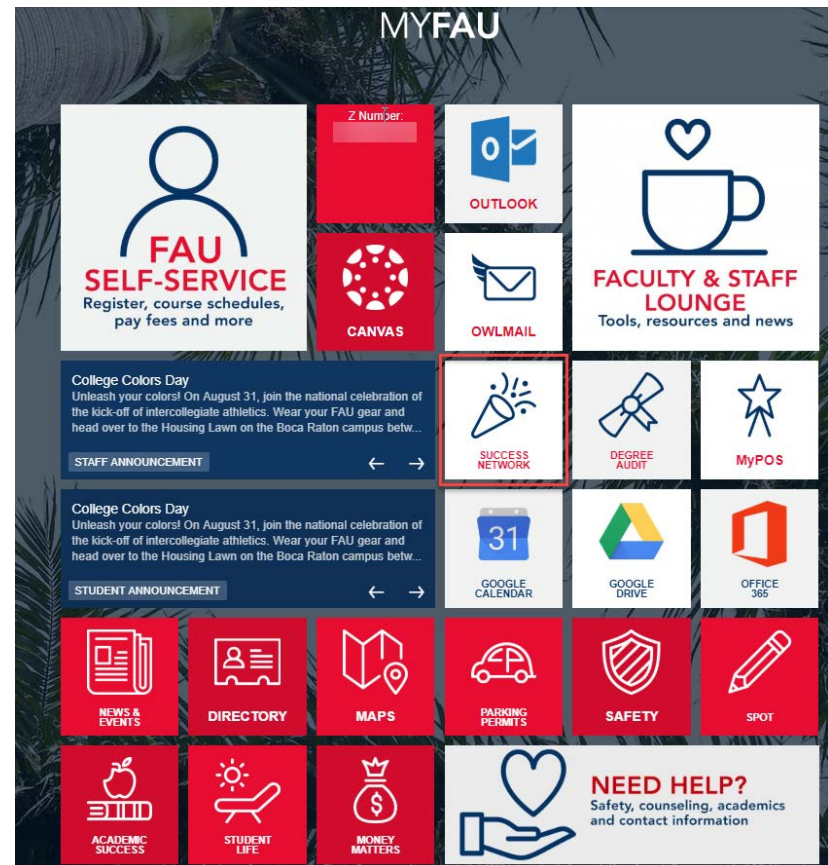


## Scheduling Advising Appointments

**NOTE:** Due to a recent software upgrade, the Success Network is not permitting students to schedule appointments with advising offices outside of their college.

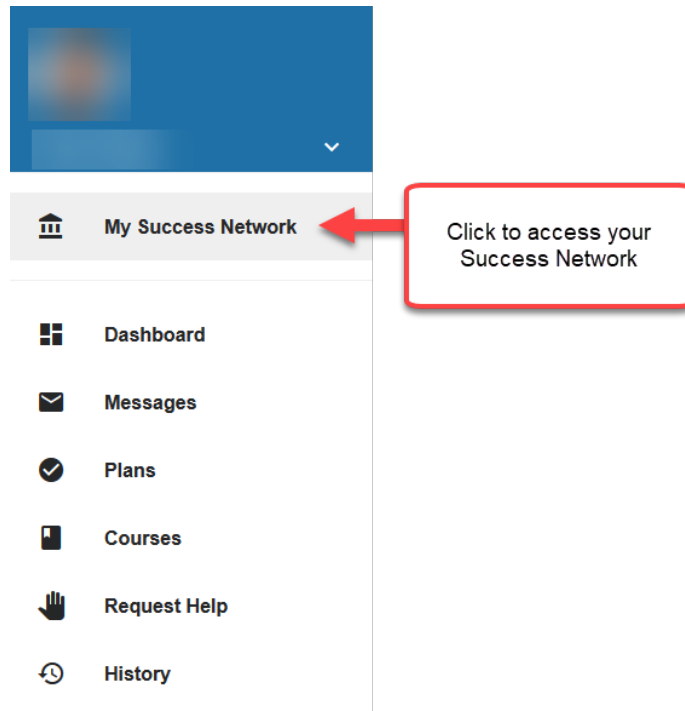
1. Go to your preferred page to sign into the Success Network
  - a. [Success Network homepage](#)
    - i. Click the Login button on the right
  - b. [MyFAU](#)
    - i. Sign in
    - ii. Click on the Success Network link



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”



3. Once within your success network, you can decide if you want to schedule an appointment with
  - a. [A specific person](#)
  - b. [Anyone within a specific office with available time](#)

## Schedule an appointment with a specific person

1. Within your success network you have the people to whom you are connected (your assigned advisor(s), the instructor for each of your classes, financial aid counselor, career counselor, etc.).

The screenshot shows the 'Services' page with a blue header. Below the header is a search bar with the placeholder text 'Search services and people'. Below the search bar is a section titled 'How can we help?'. Underneath is a section titled 'Your Connections' which contains a list of advisors. Each advisor entry includes a profile picture, name, and title. To the right of the list, there are two red callout boxes. The first box, labeled 'Search for the advisor by name', points to the search bar. The second box, labeled 'Locate your advisor in the list', points to the list of advisors.

**Services**

Search services and people

How can we help?

Your Connections

<b>Ama Agumeh</b> Academic Advisor	<b>Wendy Burrior</b> COB Primary Advisor
<b>Matthew Butler</b> COB Primary Advisor	<b>Lauren Chorlog</b> Business Internship & Career Advisor
<b>Ruben Cureses</b> COB Primary Advisor	<b>Ingrid Estevez</b> COB Primary Advisor
<b>Randy Garcia</b> COB Primary Advisor	<b>Candace Harrinarine</b> Victim Services Coordinator
<b>Allison Hazlett-Rose</b> COB Primary Advisor	<b>Gulsevrim Kinali Madanoglu</b> Business Internship & Career Advisor

2. To schedule an appointment click on the down arrow to the right of the advisor's name then click on Schedule.

The screenshot shows the 'Your Connections' section with a list of advisors. A dropdown menu is open for Matthew Butler, showing options: Schedule, Email, Call, and View Profile. To the right of the list, there are two red callout boxes. The first box, labeled 'Click to see the advisor's calendar and schedule your appointment', points to the 'Schedule' option in the dropdown menu. The second box, labeled 'Click to display the menu to call the advisor, email, or schedule an appointment', points to the dropdown arrow next to Matthew Butler's name.


How can we help?


Your Connections

<b>Ama Agumeh</b> Academic Advisor
<b>Matthew Butler</b> COB Primary Advisor
<b>Ruben Cureses</b> COB Primary Advisor

Schedule  
Email  
Call  
View Profile


3. On the next screen, you will be asked for the reason for your meeting. Click on the arrow on the right to expand the list of reasons.

 **Schedule Appointment**



**Derron Foreman**  
COS College Advisor, COS General Advisor, COS Primary Advisor

**What do you need help with?**


Advising: College of Science (UG) 


Click on the arrow to expand the list of reasons.

Advisor visit reasons are not displayed by default.

[CANCEL](#) [CONTINUE](#)

4. Select your visit reason and click continue.

 **Schedule Appointment**



**Derron Foreman**  
COS College Advisor, COS General Advisor, COS Primary Advisor


**What do you need help with?**


Advising: College of Science (UG) ^

<input type="radio"/> Academic Petition	<input type="radio"/> Add / Drop / Late Registration
<input type="radio"/> Bachelor of General Studies (B.G.S.) Degree	<input type="radio"/> Change of Major / Minor
<input type="radio"/> Degree Audit	<input type="radio"/> General Advising Visit
<input type="radio"/> Holds	<input type="radio"/> Mid-Term Grades
<input type="radio"/> Other	<input type="radio"/> Permission / Overrides

[CANCEL](#)[CONTINUE](#)

5. To select the day and time that works for you first click on the populated “To” date field and then select an end date from the calendar. You should then see the days and times the advisor is available for appointments.

 **Schedule Appointment**



**Wendy Gueldner**  
COS College Advisor, COS General Advisor, COS Primary Advisor

**What day and time works for you?**

08-01-2018 → 08-31-2018

← August 2018 →

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	31	

☒ Show group meetings

Monday, August 062 available

☐ 2:30 pm - 3:00 pm  
College of Science, SE-43, Suite 30830m

☐ 3:00 pm - 3:30 pm  
College of Science, SE-43, Suite 30830m

Tuesday, August 075 available

☐ 9:00 am - 9:30 am  
College of Science, SE-43, Suite 30830m

☐ 1:30 pm - 2:00 pm  
College of Science, SE-43, Suite 30830m

3. Select a time.

4. Click continue.


CONTINUE


1. Click on the "To" or end date for the list of available days and times.

2. Select / Click on a future date in the calendar. By default the current week is selected. If appointments do not display it is because there are no available times.

Revised: August 23, 2018

6. On the confirmation screen verify that all content is correct and include any additional details in the comments field before clicking “Confirm.”

 **Schedule Appointment**



**Wendy Gueldner**  
COS College Advisor, COS General Advisor, COS Primary Advisor

---

**Does this look correct?**

**Date and Time**  
Monday, August 06  
2:30 pm – 3:00 pm

**Location**  
College of Science, SE-43, Suite 308

**Reason for Visit**  
General Advising Visit [Change](#)

**Course**  
[Add a course](#)

If you want, tell us a little bit about what's going on so we can help

[BACK](#)

After verifying appointment details  
click confirm.

CONFIRM


7. You should receive a calendar invitation with the details confirming the appointment. Accept the invitation but do not delete it. Doing so would cancel the appointment.

## Schedule an appointment with anyone in an office

(Sometimes the day and time is more important than the person or maybe you haven't established a relationship with someone in the office.)

1. After accessing your Success Network, scroll past "Your Connections" to the "Your Services" section. Here you can see the services that you are associated with. Locate the service/office. You can click on "Schedule" if the office allows you to schedule an appointment with anyone with available hours.


Your Services



2 in line, 16m wait


Advising: College of Business  
(BOCA CAMPUS)

[SCHEDULE](#) [CALL](#)



Advising: College of Business  
(DAVIE CAMPUS)


[SCHEDULE](#) [CALL](#)





Advising (Jupiter Campus)  
Undergraduate

[SCHEDULE](#) [CALL](#)

2. On the “What do you need help with?” page select the reason for your visit.

 **Schedule Appointment**

**Advising (Jupiter Campus)**




**What do you need help with?**

1. Select the reason for your visit.

<input type="radio"/> Academic Petition	<input type="radio"/> Add / Drop / Late Registration
<input type="radio"/> Bachelor of General Studies (B.G.S.) Degree	<input type="radio"/> Change of Major / Minor
<input type="radio"/> Degree Audit	<input type="radio"/> General Advising Visit
<input type="radio"/> Holds	<input type="radio"/> Mid-Term Grades
<input type="radio"/> Other	<input type="radio"/> Permission / Overrides
<input type="radio"/> Pre-Registration Advising	<input type="radio"/> Withdrawal


[CANCEL](#)

2. Click continue.

 **CONTINUE**

3. Select the day and time that you would like to meet and tap continue. By default availability for the current week is displayed. You would need to click on the populated "To" date field and then select an end date from the calendar. You should then see all of the days and times available for all of the advisors within the service for the defined timeframe.

Schedule Appointment



## University Advising Services

### What day and time works for you?

08-01-2018

→

08-24-2018

←

August 2018

→

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	31	

☒ Show group meetings

1. Click on the "To" or end date for the list of available days and times.

2. Select / Click on a future date in the calendar. By default the current week is selected. If appointments do not display it is because there are no available times.


BACK

Thursdays, August 02

37 available

☐ 8:30 am - 9:00 am


30m



Andrea Morlini  
UAS General Advisor  
Student Support Services Bldg (SU-80), Room 201

☐ 8:30 am - 9:00 am

30m




Morgyn Robinson  
UAS General Advisor  
Student Support Services (SU-80), Room 201

3. Select a time.

☐ 9:00 am - 9:30 am

30m




Andrea Morlini  
UAS General Advisor  
Student Support Services Bldg (SU-80), Room 201


4. Click continue.

CONTINUE

Revised: August 23, 2018

4. On the confirmation screen verify that all content is correct and include any additional details in the comments field before clicking "Confirm."

 **Schedule Appointment**




## University Advising Services

**Does this look correct?**

**Date and Time**  
Thursday, August 02  
9:00 am – 9:30 am

**Reason for Visit**  
General Advising - First-Year [Change](#)

**Team Member**  
 Dalel Bader  
UAS General Advisor

**Course**  
[Add a course](#)

**Location**  
SU (Building 80), Room 201  
Arrive early. Sign in at front desk. Please have a seat.

If you want, tell us a little bit about what's going on so we can help

[BACK](#)

After verifying appointment details  
click confirm.

CONFIRM

5. 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.