

6. Apply relevant filters
 - a. Select the **Staff** (do you want to meet with your primary advisor, someone else, or leave blank for any available member of staff)
 - b. Select **How you would like to meet** (in-person, virtually, email, phone, etc.)
 - c. Select the **Location** (Boca, Davie, Fort Lauderdale, or Jupiter)
 - d. Select the **Time** for the meeting

7. Review and add any details
 - a. **Review** the appointment date, time, location, etc.
 - b. **Verify** how you would like to meet
 - c. **Add** any details that may help the advisor
 - d. **Choose** how you would like to receive your reminder (email or text message)
 - e. Click **Schedule**

8. To Cancel an Appointment
 - a. Click **Appointments**
 - b. Click the **My Appointments tab**
 - c. Click the Appointment
 - d. Click **Cancel**