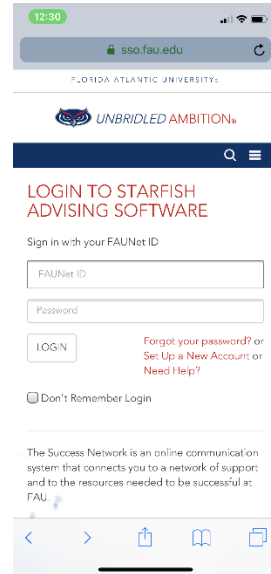


Scheduling Advising Appointments (Mobile)

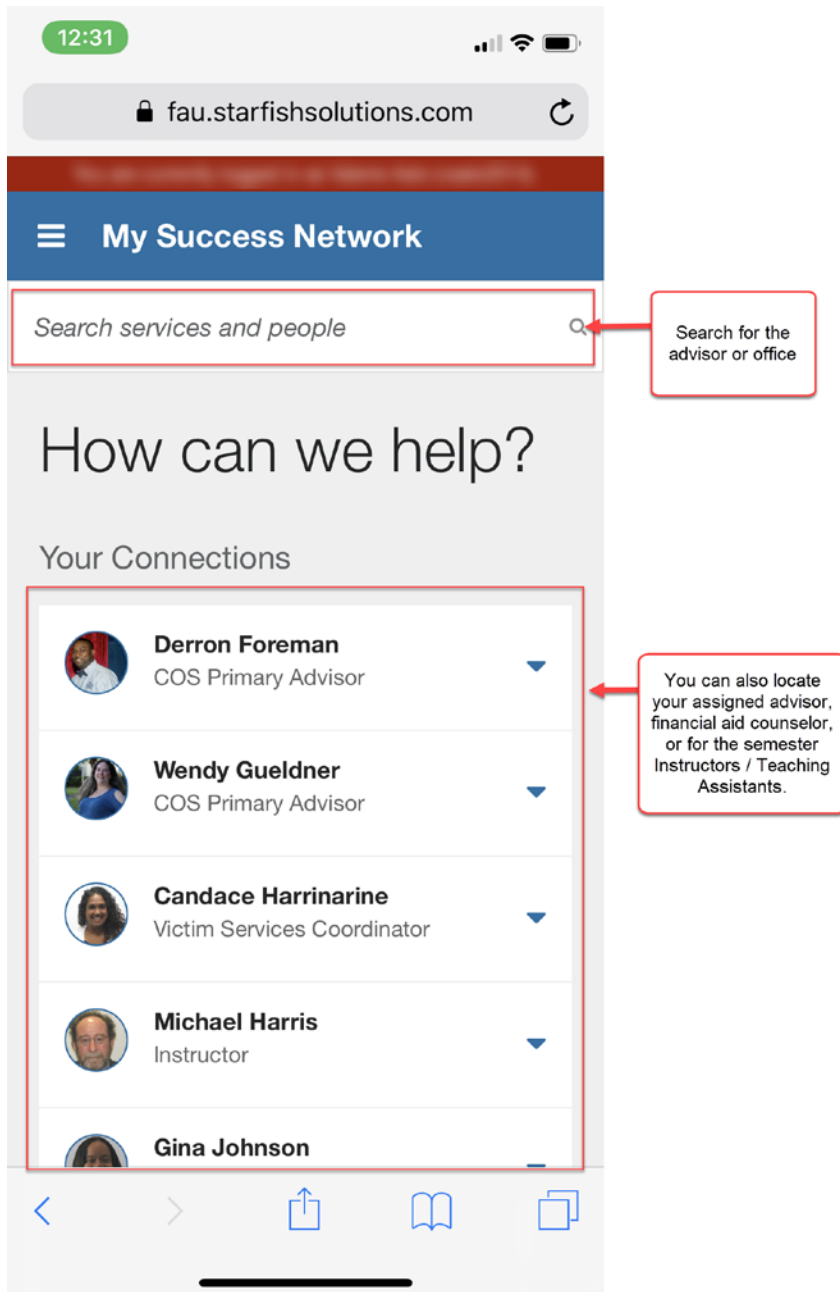
NOTE: Due to a recent software upgrade, the Success Network is not permitting students to schedule appointments with advising offices outside of their college.

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. After signing into the Success Network you will immediately see your Success Network. 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](#)

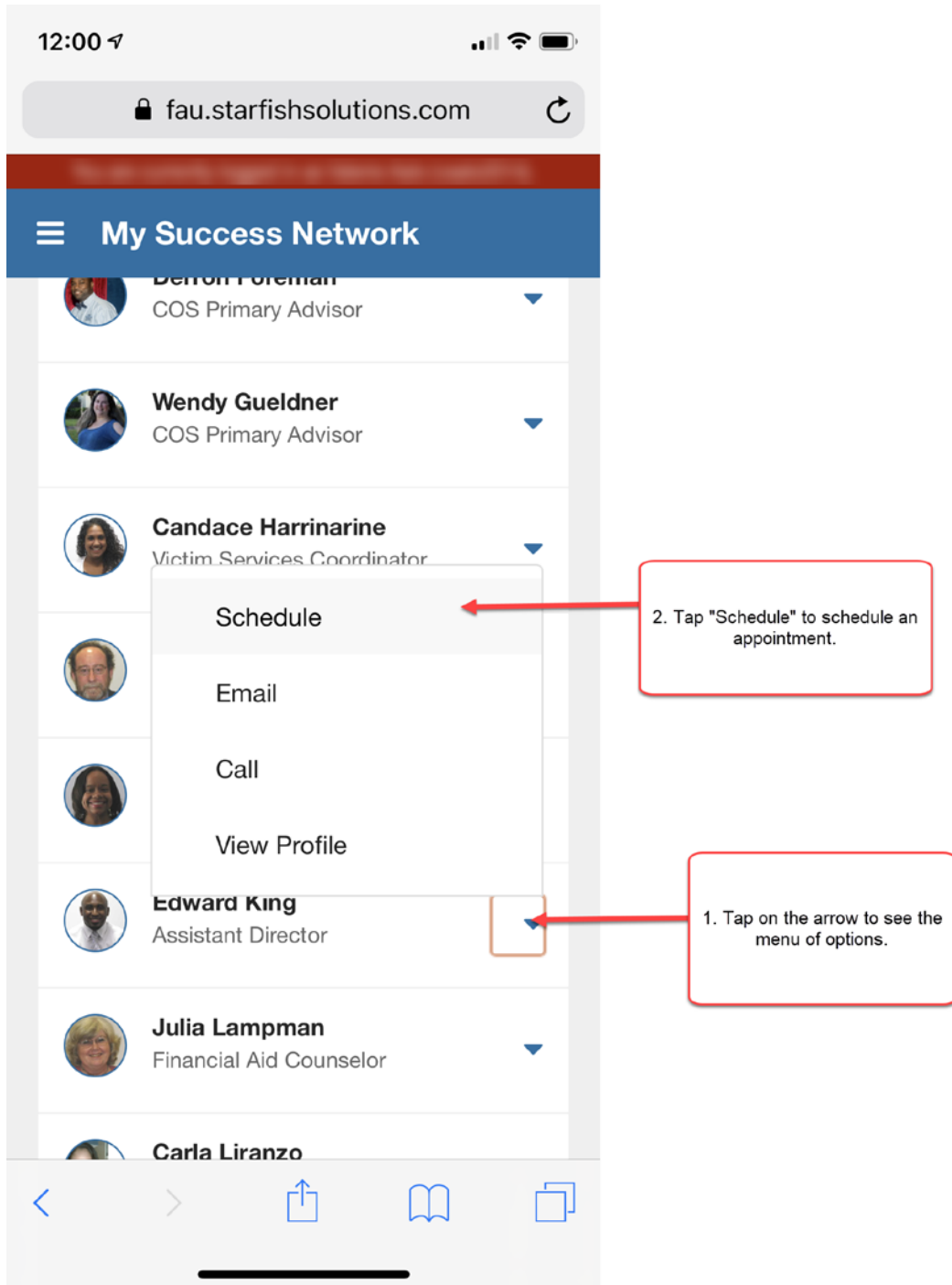


Schedule an appointment with a specific person

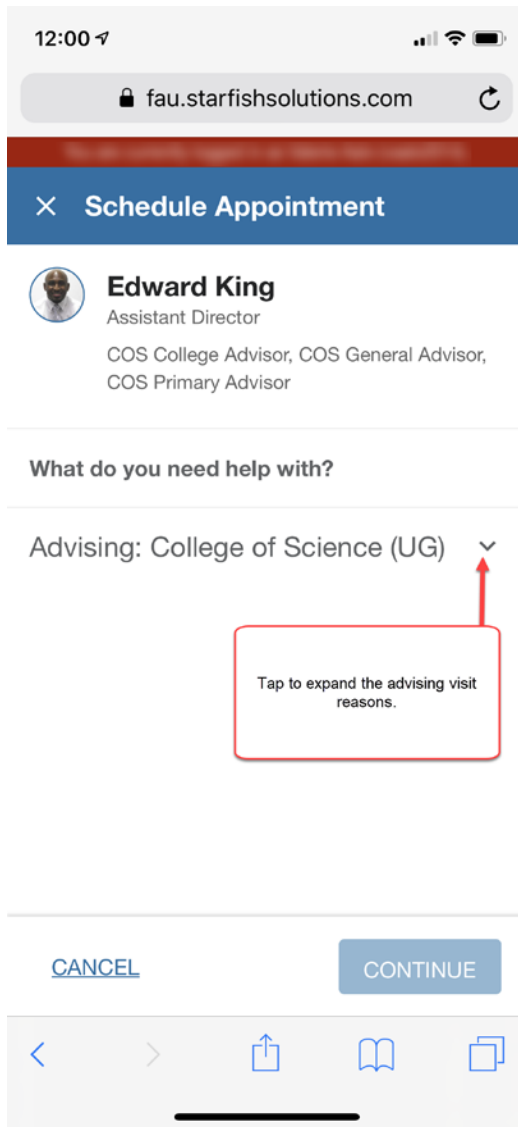
1. Within your success network you have the people to whom you are connected (your assigned advisor(s), the instructor for each of your classes, financial aid counselor, career counselor, etc.).



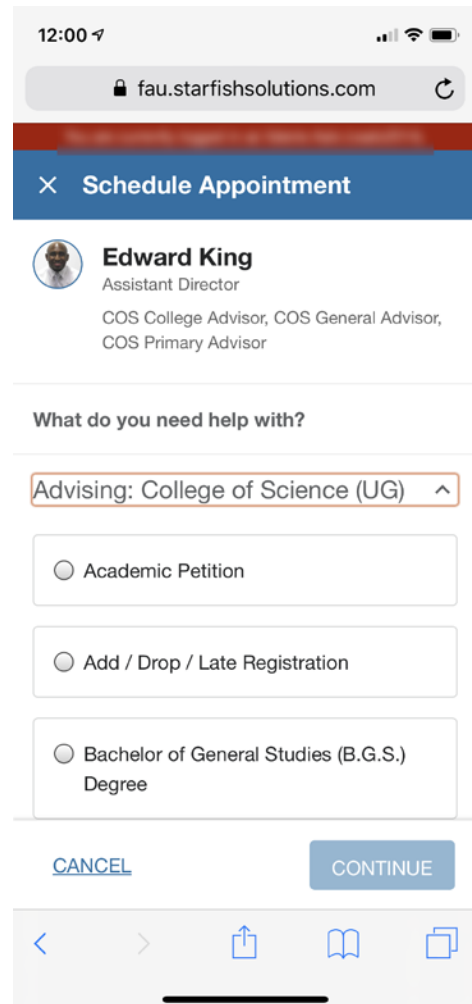
2. Locate the individual with whom you would like to schedule an appointment and tap on the down arrow to the right of the individual's name to see the menu. You can then either schedule an appointment, email, or call the individual.



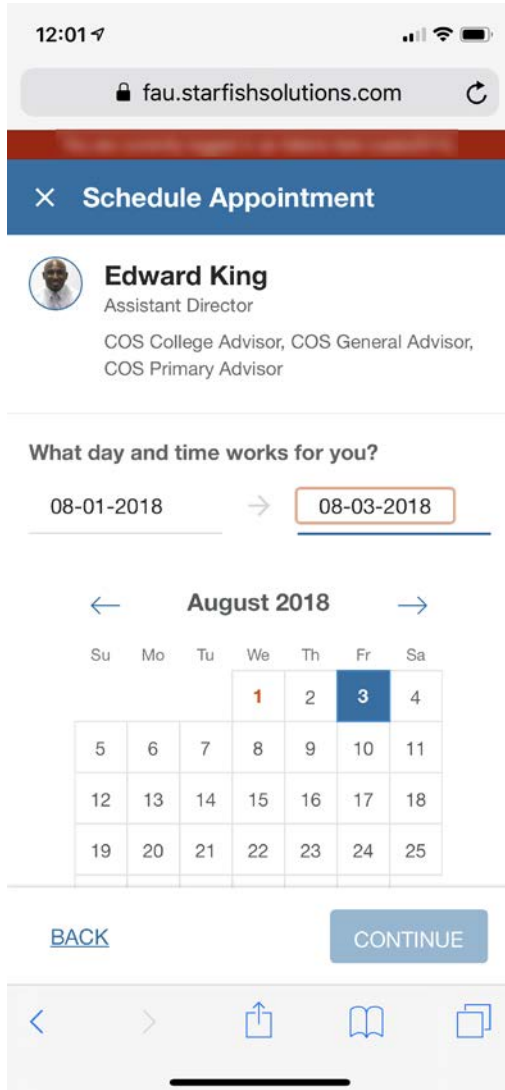
- Expand the list of advising visit reasons by taping on the down arrow.



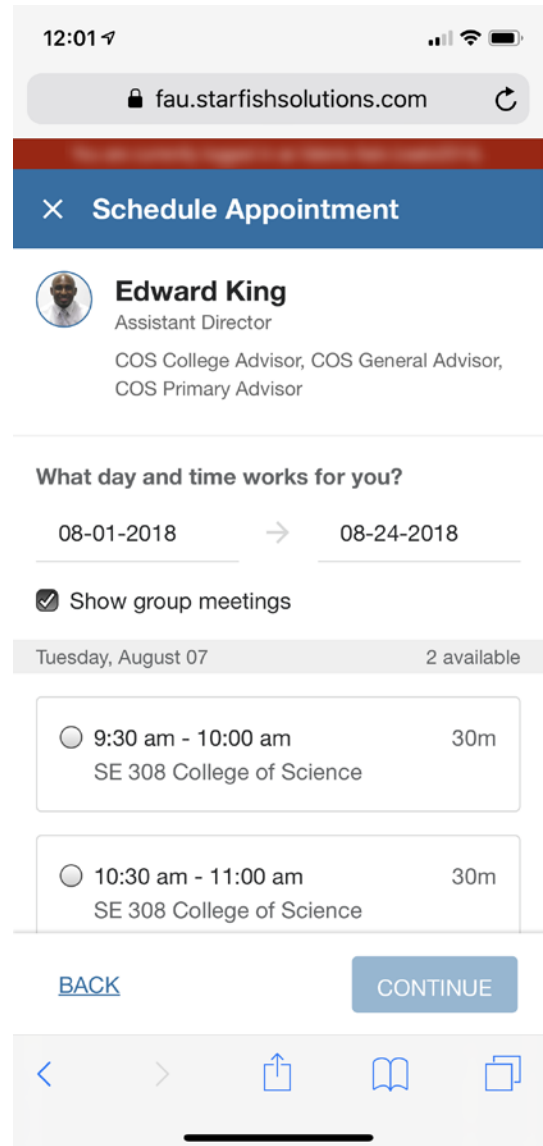
- Select your visit reasons and tap "Continue"



5. Tap on the “To” or end date for the range of days for which you are seeking an appointment and select a date on the calendar that displays.



6. After selecting your timeframe select the day and time for your meeting and tap continue.

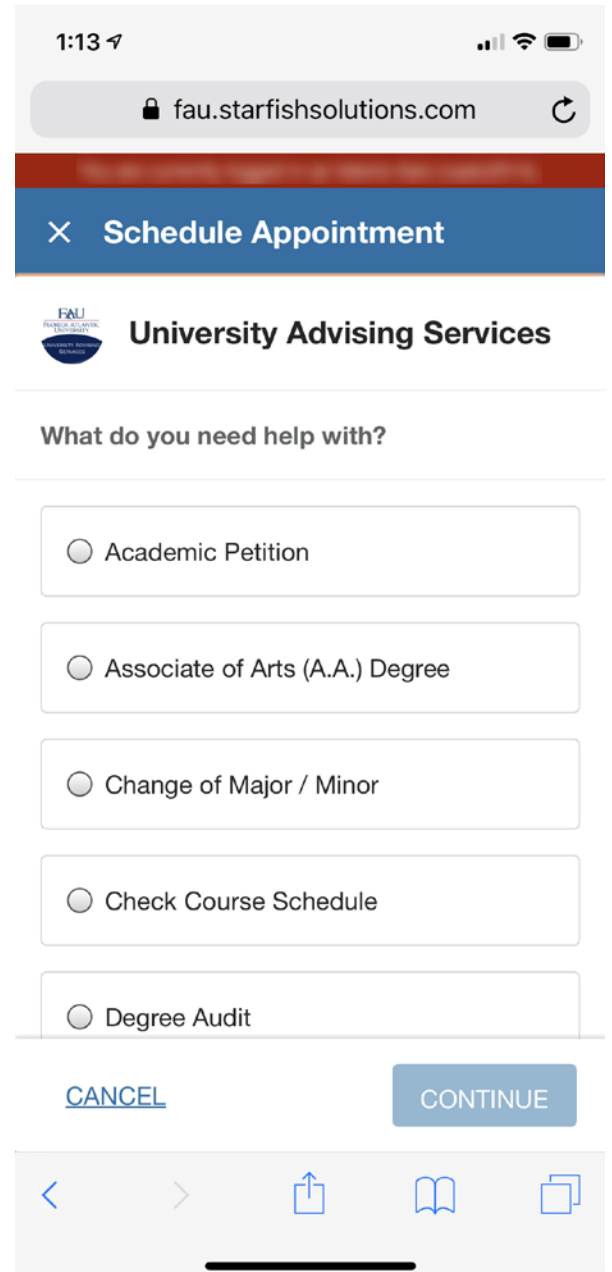
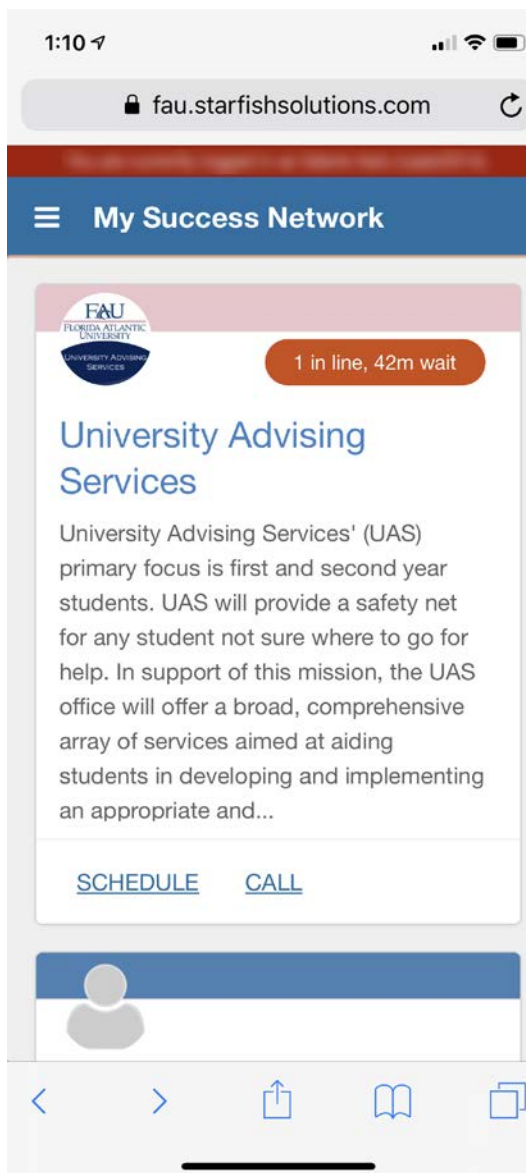


7. Review the details of your appointment and tap confirm.
8. You should receive a calendar invitation with the details confirming the appointment. Accept the invitation but do not delete it. Doing so would cancel the appointment.

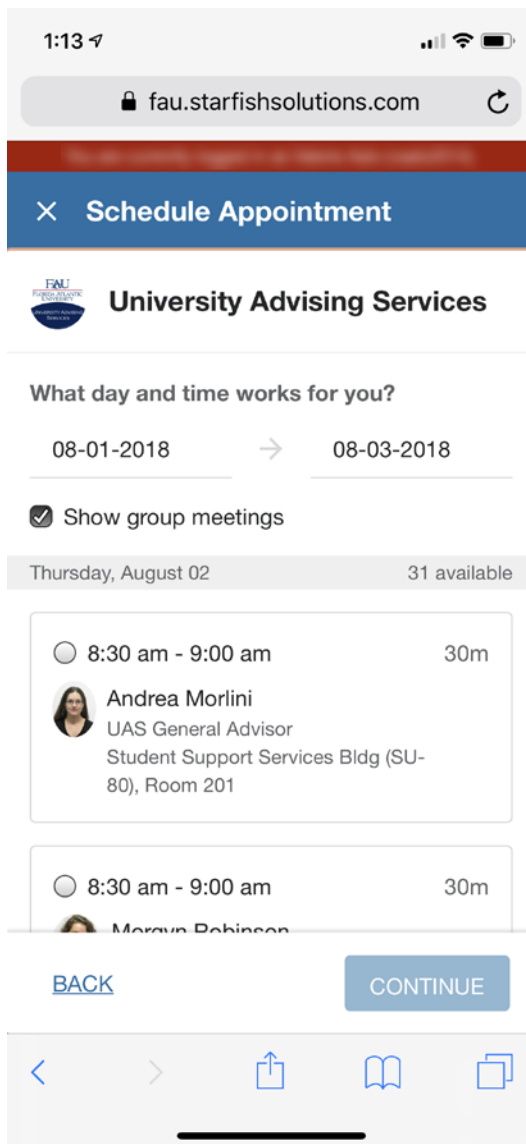
Schedule an appointment with anyone in an office

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

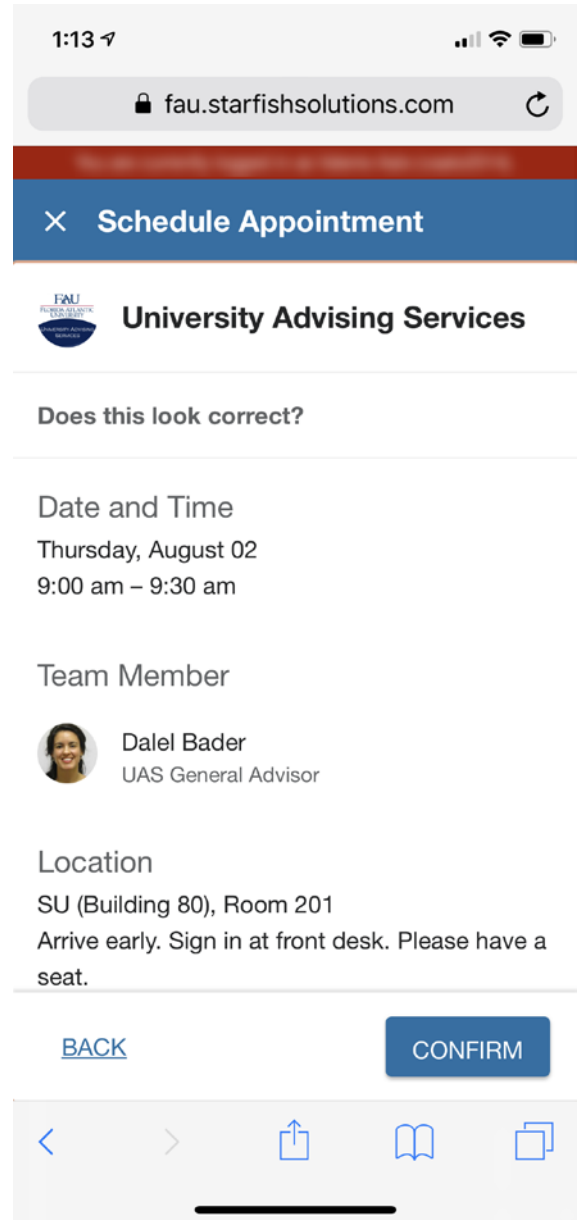
1. After accessing your Success Network, scroll past "Your Connections" to the "Your Services" section. Here you can see the services that you are associated with. Locate the service/office. You can click on "Schedule" if the office allows you to schedule an appointment with anyone with available hours.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



4. Review the details of your appointment before taping 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.