How to Schedule/Change an Appointment

If you have not already done so, click on one of the icons on the Success Network website to log in.

Once you log in, you will have three options:

- Make an Appointment
- Customize Your Profile
- Visit the Success Network

**Note:** Be sure to check this box if you would like to see this page every time you log to the system.
Make an Appointment

If you have just logged into the system don’t forget to set up your profile.

1. To schedule an appointment, you can either:
   - Click **Schedule a Meeting** or click **Close** (this will take you to the main page)

2. From the main page, scroll until you find your advisor or an advisor to make an appointment with.
   - You can also type in the advisors name in the **search box**.

   **Note**: Be sure to check the **Members** tab to see your advisor.

3. Click the **Schedule Appointment** link to make an appointment.
4. Use the small calendar on the left to quickly identify days with available office hours (available days will be shown in **bold**). Click the desired date in the small monthly calendar to display availability on that day.

5. Click the **Sign Up** link associated with the desired time slot.

6. Complete the form by selecting:
   - **Reason** for the meeting
   - **Course** (if applicable).
   - An explanation of what you need so that your advisor can be prepared for the meeting.

7. Click the **Submit** button to set your appointment. You will get an email with the appointment details and the appointment will be listed in the **Appointments Channel**. To change an existing appointment, click the Appointments Channel, then click the calendar icon (📅) to open the Appointment Menu. From here you can Cancel or Edit an existing appointment.