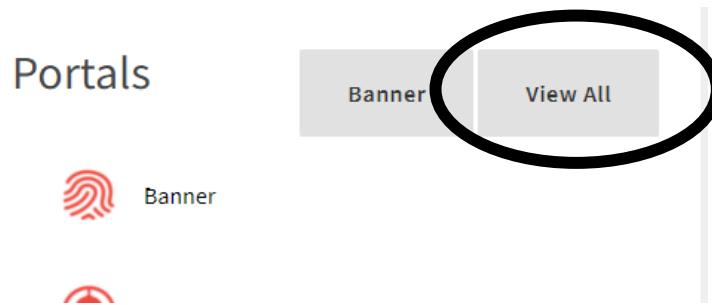
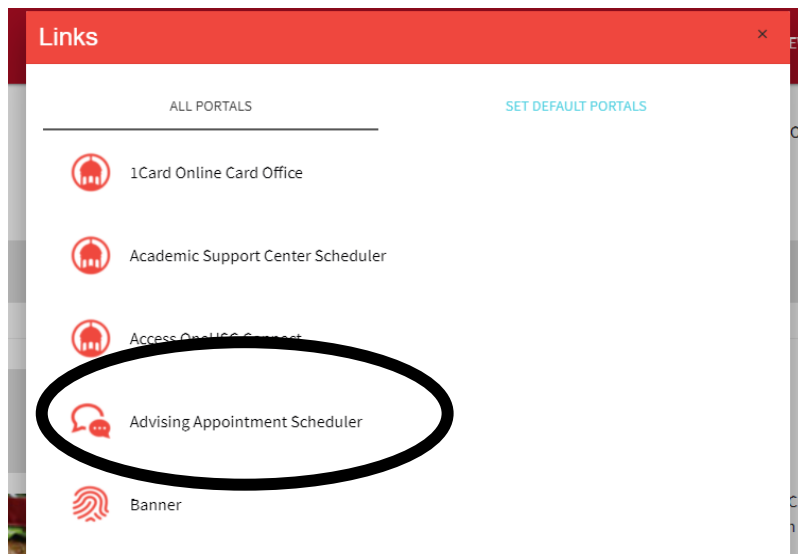


How to Schedule an Appointment

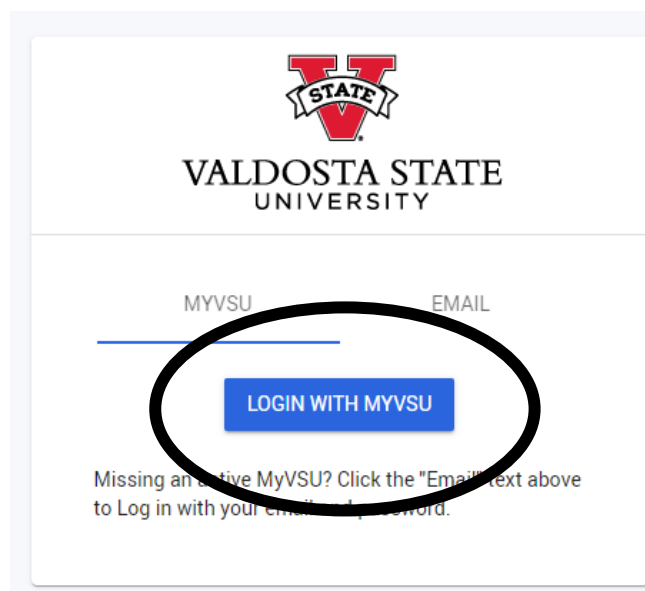
1. Log into **MyVSU** and select the **View All** link.



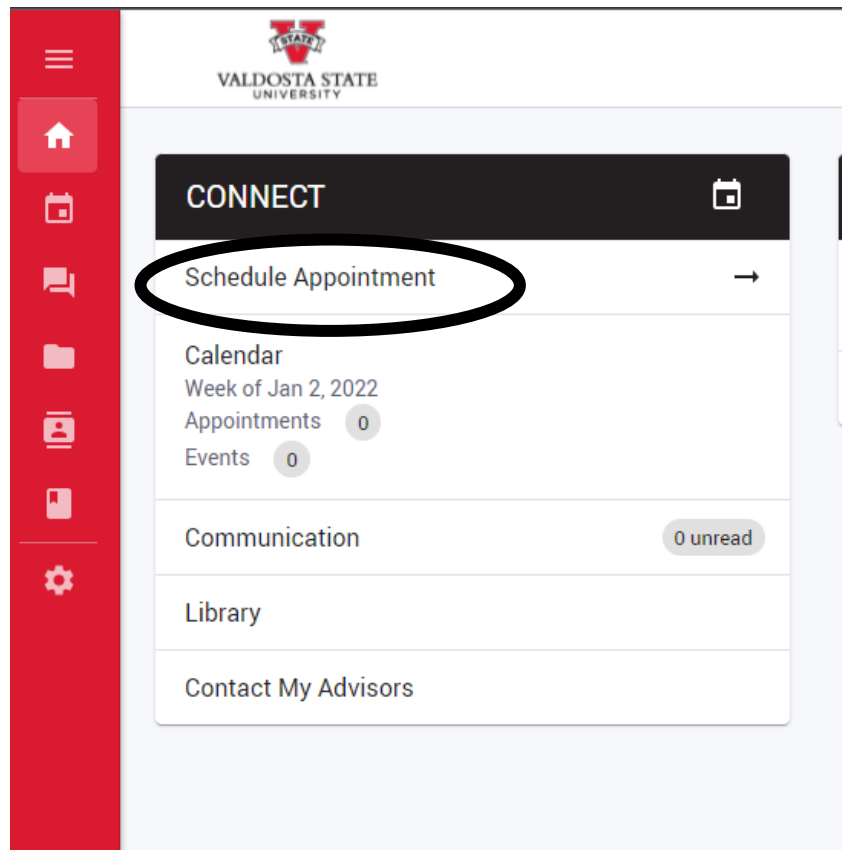
2. Select **Advising Appointment Scheduler**.



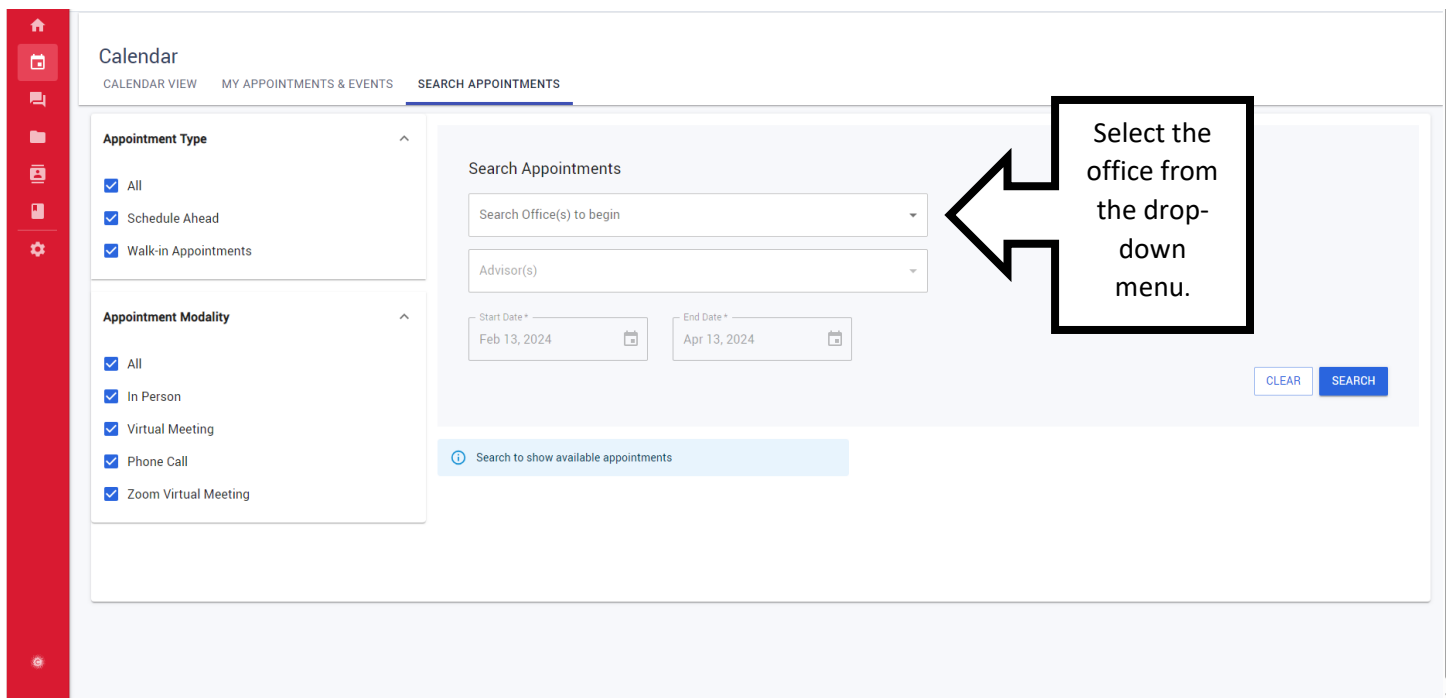
3. Click on **Login with MyVSU**.



4. You are now viewing your Dashboard. Underneath the Connect tab, Click on **Schedule Appointment**.



5. Search the office from the drop-down menu. The office to select is Student Support Services.



6. Select your advisor, adjust dates to view, and select search to view available appointments.

Calendar

CALENDAR VIEW MY APPOINTMENTS & EVENTS SEARCH APPOINTMENTS

Appointment Type

- ☒ All
- ☒ Schedule Ahead
- ☒ Walk-In Appointments

Appointment Modality

- ☒ All
- ☒ In Person
- ☒ Virtual Meeting
- ☒ Phone Call

Advisor(s)

Start Date *
Jan 7, 2022

End Date *
Mar 8, 2022

Select your
advisor from
the drop-
down menu.

CLEAR

SEARCH

After selecting your advisor,
you can adjust the dates you
would like to view available
for appointments.

Select Search
after choosing
advisor and date
range.

7. Here you can view available appointments, their **type** (walk in or schedule ahead), and **modality** (in person, phone call, or virtual).

Result (8)

ADVISOR	DATE	TIME	TYPE	MODALITY	DETAILS
DirectorSSU6, Demo	Jan 10, 2022	9:00 AM - 12:00 PM	Walk-in	In Person Phone Call	Demo DirectorSSU6's Off
DirectorSSU6, Demo	Jan 10, 2022	1:30 PM - 2:00 PM	SCHEDULE	In Person Virtual Meeting Pho...	Demo DirectorSSU6's Off
DirectorSSU6, Demo	Jan 10, 2022	2:00 PM - 2:30 PM	SCHEDULE	In Person Virtual Meeting Pho...	DirectorSSU6's Off
DirectorSSU6, Demo	Jan 10, 2022	2:30 PM - 3:00 PM	SCHEDULE	In Person Virtual	
DirectorSSU6, Demo	Jan 10, 2022	3:00 PM - 3:30 PM	SCHEDULE	In Person Virtual	
DirectorSSU6, Demo	Jan 10, 2022	3:30 PM - 4:00 PM	SCHEDULE	In Person Virtual	
DirectorSSU6, Demo	Jan 10, 2022	4:00 PM - 4:30 PM	SCHEDULE	In Person Virtual Meeting Pho...	Demo DirectorSSU6's Off
DirectorSSU6, Demo	Jan 10, 2022	4:30 PM - 5:00 PM	SCHEDULE	In Perso	

Hover over the information in the
details column to view more
information such as room location
and phone number.

For **Walk-In** appointments, you do not
schedule an appointment, you will walk
into your advising center during the
available walk-in times. Walk-ins will be
served on a first come, first serve basis.

To **schedule an appointment**, click on the **Schedule** button next to your desired appointment time. The schedule appointment window will pop up.

8. Complete the Appointment form to confirm the appointment time.

11:00 AM - 11:30 AM	Unavailable	In Person	Demo AdvisorPlusSSU1's Office
11:30 AM - 12:00 PM	Unavailable	In Person	Demo AdvisorPlusSSU1's Office

Date/Time

Friday, Jan 14, 2022 9:00 AM - 9:30 AM

Appointment Modality *
In Person

Location
Demo Advisor

Select your desired **appointment modality**. Notice the location, phone number, or instructions for virtual participation change based on your choice of appointment type.

Session Topics *

Select **Session Topics** you would like to discuss with your advisor from the drop-down menu.

Session Note

Visible to advisor

ATTACH

Add any additional information that you would like for your advisor to know in the **Session Note** box. You can also attach a document if needed.

CANCEL

SCHEDULE APPOINTMENT

Select **Schedule Appointment** to confirm appointment time. You will receive a confirmation to your VSU email and will receive a reminder prior to your appointment.