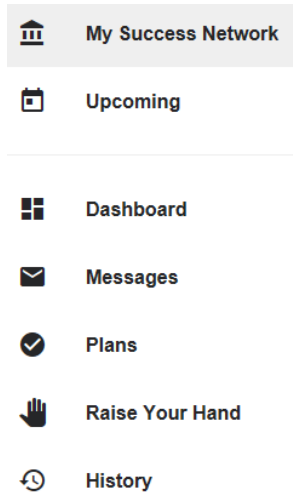## Scheduling an Appointment in WARRIORfish (Student)


o Once you are on your WARRIORfish homepage, click on My Success Network on the left.
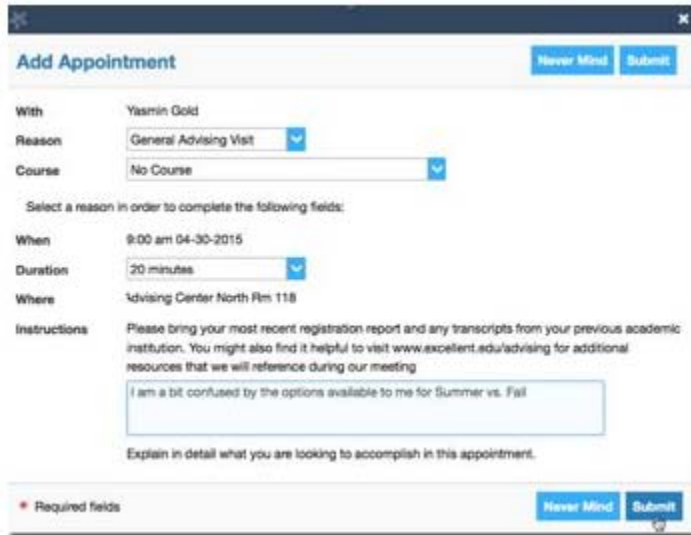

o Scroll down until you locate the individual that you would like to set up a meeting with. Click on Schedule Appointment.

o A small calendar will appear which will display available office hours. Available days will be bolded. Click the desired date to display the day's availability. Click the Sign Up link.
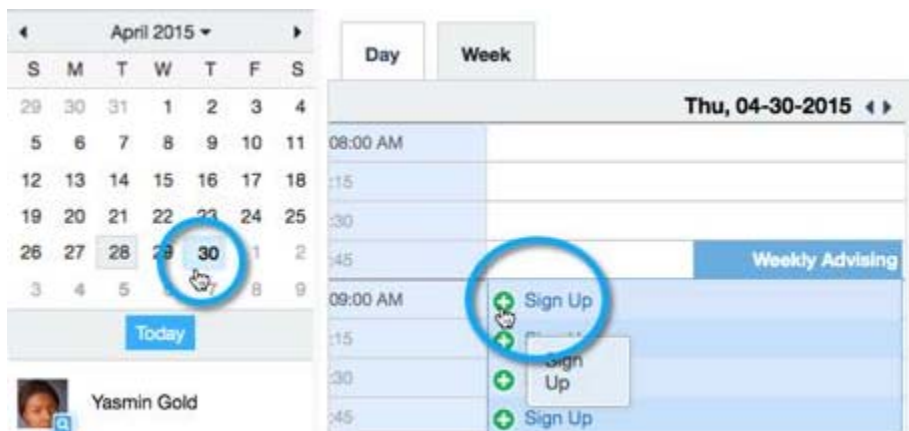
o   The Add Appointment form will now be displayed. Complete the form by selecting the reason for the meeting. You can even select a specific course to discuss if needed. Include an explanation if you would like so the individual you are meeting with will be properly prepared for your meeting.

o   Click submit to save the appointment. You will get an email with the appointment details and it will also be listed on your Dashboard.