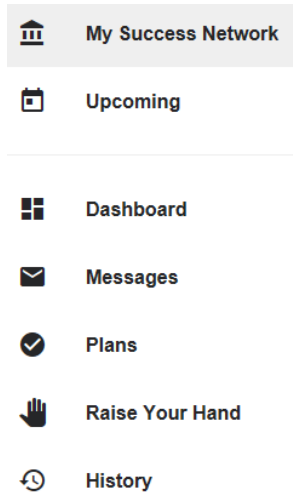


Scheduling an Appointment in WARRIORfish (Student)

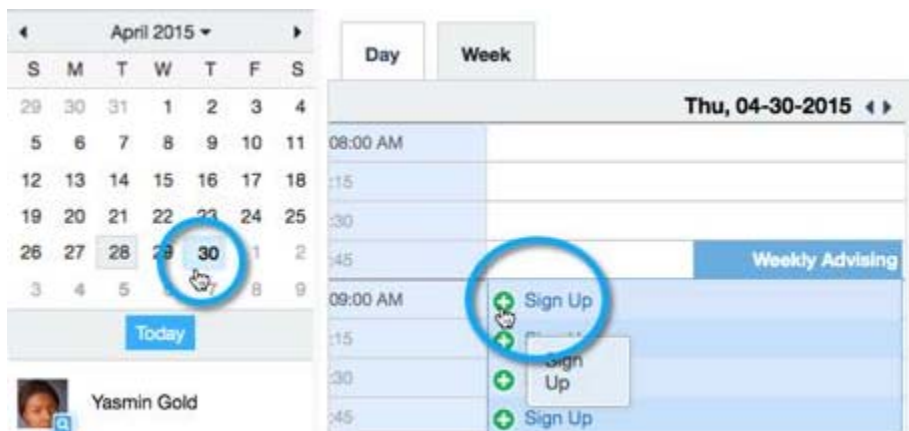
- Once you are on your WARRIORfish homepage, click on My Success Network on the left.



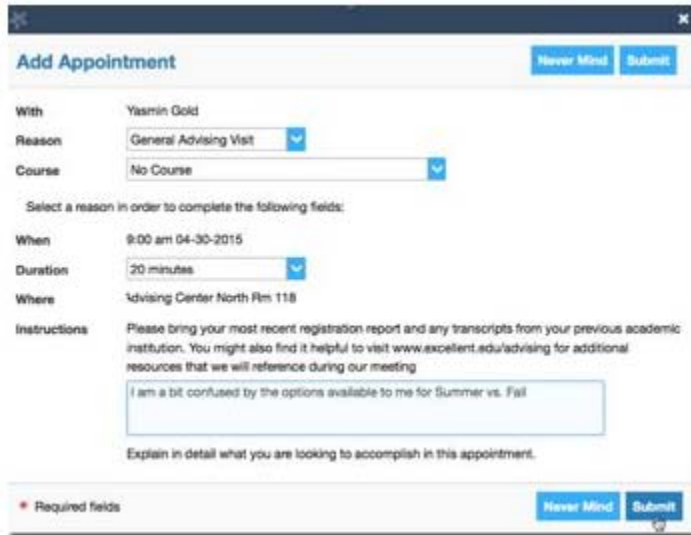
- Scroll down until you locate the individual that you would like to set up a meeting with. Click on Schedule Appointment.



- 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.



- 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.



The screenshot shows a web form titled "Add Appointment" with a close button (X) in the top right corner. The form contains the following fields and content:

- With:** Yasmin Gold
- Reason:** General Advising Visit (dropdown menu)
- Course:** No Course (dropdown menu)
- Instructions:** Please bring your most recent registration report and any transcripts from your previous academic institution. You might also find it helpful to visit www.excellent.edu/advising for additional resources that we will reference during our meeting.
- When:** 9:00 am 04-30-2015
- Duration:** 20 minutes (dropdown menu)
- Where:** Advising Center North Rm 118
- Text Area:** I am a bit confused by the options available to me for Summer vs. Fall
- Footer:** Explain in detail what you are looking to accomplish in this appointment.

At the bottom of the form, there is a legend: * Required fields. To the right of the legend are two buttons: "Never Mind" and "Submit".

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