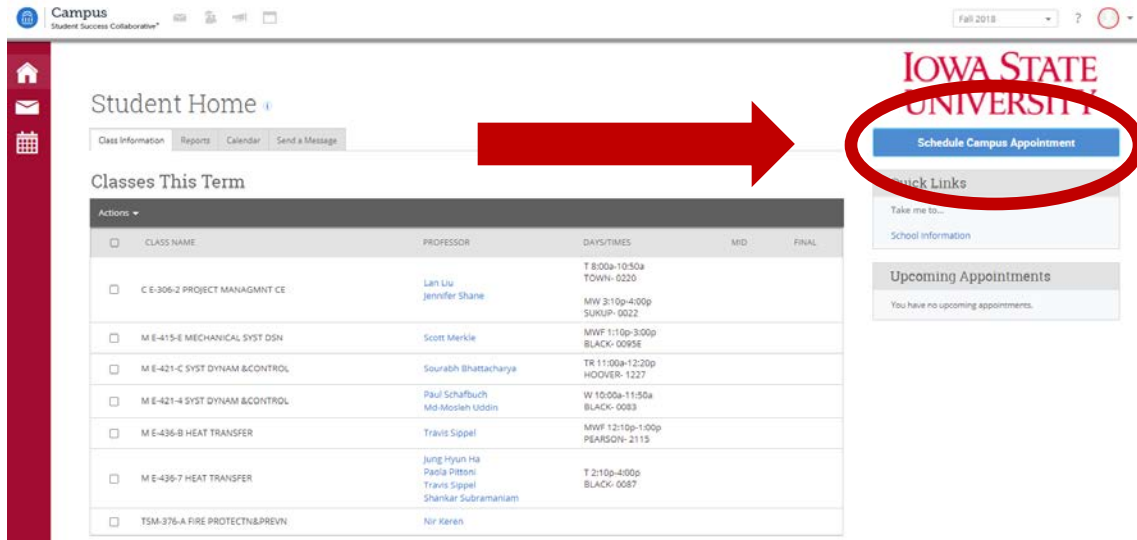
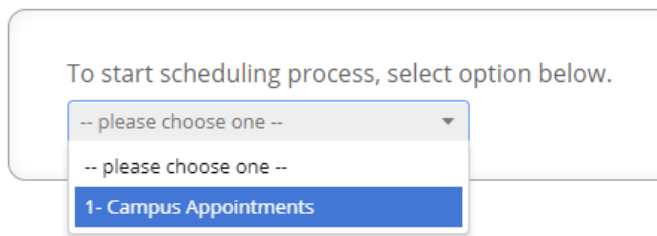


# How to Use ISUAppointments within AccessPlus to Schedule an Appointment

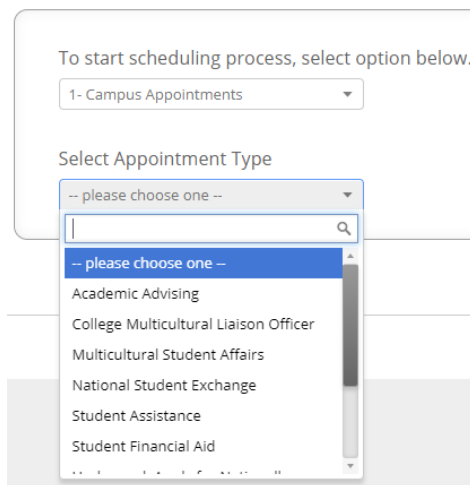
**Step 1:** Click on the “Request Appointment” button.



**Step 2:** Click on drop down and select Campus Appointments.



**Step 3:** Select what type of appointment you are scheduling.



**Step 4: Select the reason for your appointment.**

To start scheduling process, select option below.

1- Campus Appointments

Select Appointment Type

Academic Advising

Select Reason for Appointment

-- please choose one --

- 01-Registration for Next Term
- 02-Add/Drop/Withdraw
- 03-Change/Add/Explore Major
- 04-Discuss Minor
- 05-Discuss Grade/Performance
- 06-Degree Audit/Graduation

**Step 5: Click Next.**

To start scheduling process, select option below.


1- Campus Appointments

Select Appointment Type

Academic Advising

Select Reason for Appointment

01-Registration for Next Term

 [Next ▶](#)

**Step 6: Start typing your location (ie major, building, college, office).**

Select Location. If drop down isn't showing up correctly, begin typing your major in search bar to find program/office.

-- please choose one --

- Business Undergraduate Programs  
Office - Advising for all Business  
Majors (1200 Gerdin)
- CALS & ENG: Ag Engineering,  
Biosystems Engineering, Industrial  
Technology, Ag Systems Technology  
(1320 Elings)
- CALS & HS: FSHN:

**Step 7:** Click on the box to select who you want to meet with.

The screenshot shows the 'Schedule Appointment' page. At the top, there is a navigation bar with 'Campus Student Success Collaborative' on the left and 'Fall 2018' on the right. Below the navigation bar, there is a breadcrumb trail: 'Service > Location & Staff > Select Time > Confirm'. The main heading is 'Schedule Appointment'. Below the heading, there is a form with two sections: 'Select Location, If drop down isn't showing up correctly, begin typing your major in search bar to find program/office.' and 'Select Staff Member'. The 'Select Location' dropdown is set to 'ENGAerospace & Mechanical Engine...'. The 'Select Staff Member' dropdown is open, showing a list of staff members, with one name partially visible: '... if Advisor'. Below the form, there are 'Back' and 'Next' buttons.

**Step 8:** Click on a day that you would like to schedule an appointment and a box with available times will appear. Click on a time and then the Next button. If you want to see if there are Drop-In hours available, you can click on the "View Drop-in Times". If there are no drop-in times, it will be blank.

The screenshot shows the 'Schedule Appointment' page with the 'Times From September 10 To September 14' calendar view. The calendar shows five days: Mon, Sep 10; Tue, Sep 11; Wed, Sep 12; Thu, Sep 13; and Fri, Sep 14. Each day has a 'Morning' and 'Afternoon' slot. The 'Morning' slots are blue and show the number of available appointments: 5 for Tue, 8 for Wed, 8 for Thu, and 8 for Fri. The 'Afternoon' slots are blue and show the number of available appointments: 2 for Tue, 2 for Thu, and 2 for Fri. The 'Mon, Sep 10' slot is highlighted with a blue border, and a box with available times '11:15am' and '11:35am' is open. Below the calendar, there is a yellow banner with the text: 'If no walk-in times available hit the back button and use the request the appointment tab, if available. Otherwise contact office/individual via email.' Below the banner, there are 'View Drop-in Times' and 'Request Appointment' buttons. At the bottom, there are 'Back' and 'Next' buttons.

**Step 9: Make sure that you confirm your appointment.**

Campus Student Success Collaborative

Fall 2018

Service > Location & Staff > Select Time > Confirm

## Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

**Appointment Details**

**Who:** [redacted] **When:** Monday, September 10 11:35am - 11:55am

**Why:** 01-Registration for Next Term **Where:** ENG:Aerospace & Mechanical Engineering (2620 Howe)

**Additional Details** Please check in at the main desk in 2620 Howe Hall.

is there anything specific you would like to discuss with Mindy?  Send Me an Email

Comments for your staff...  Send Me a Text

[Back](#) [Confirm Appointment](#)

Once your appointment is confirmed, you will get a notice that says “Success! Your Appointment Has Been Created”

Campus Student Success Collaborative

Fall 2018

Service > Location & Staff > Select Time > Confirm

## Schedule Appointment

Success! Your Appointment Has Been Created

**Appointment Details**

**Who:** [redacted] **When:** Mon Sep 10, 2018 11:35 am - 11:55 am

**Why:** 01-Registration for Next Term **Where:** ENG:Aerospace & Mechanical Engineering (2620 Howe)

**Additional Details:** Please check in at the main desk in 2620 Howe Hall.

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)