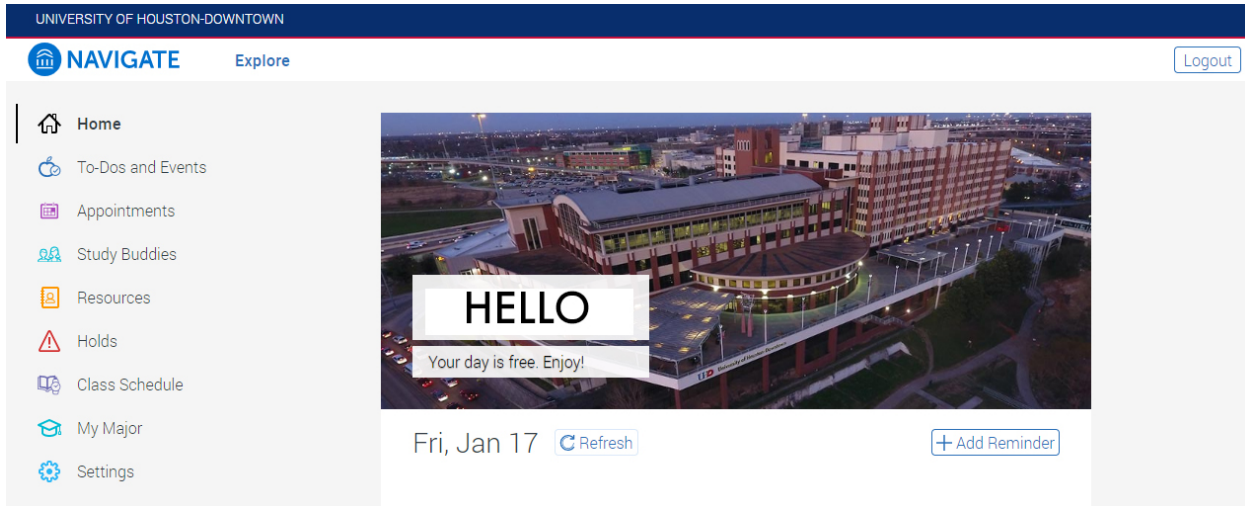


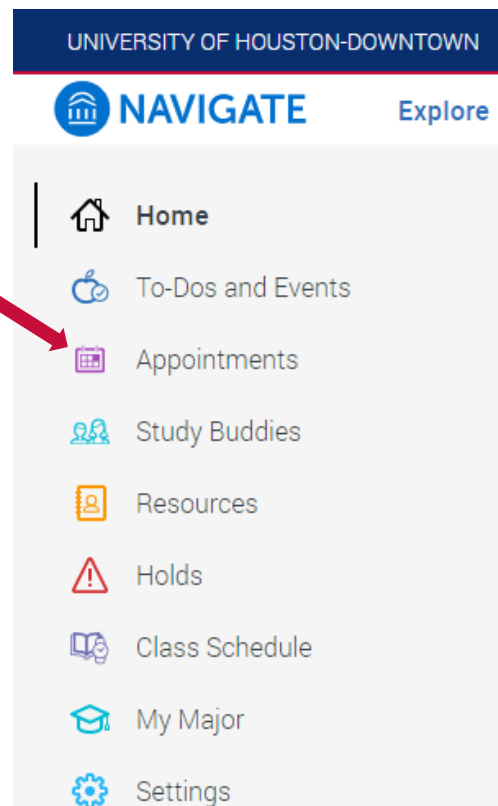
UHD Guide to Making Appointments

Where do I go? You can log into the desktop version to access this application online at (*web address here*)

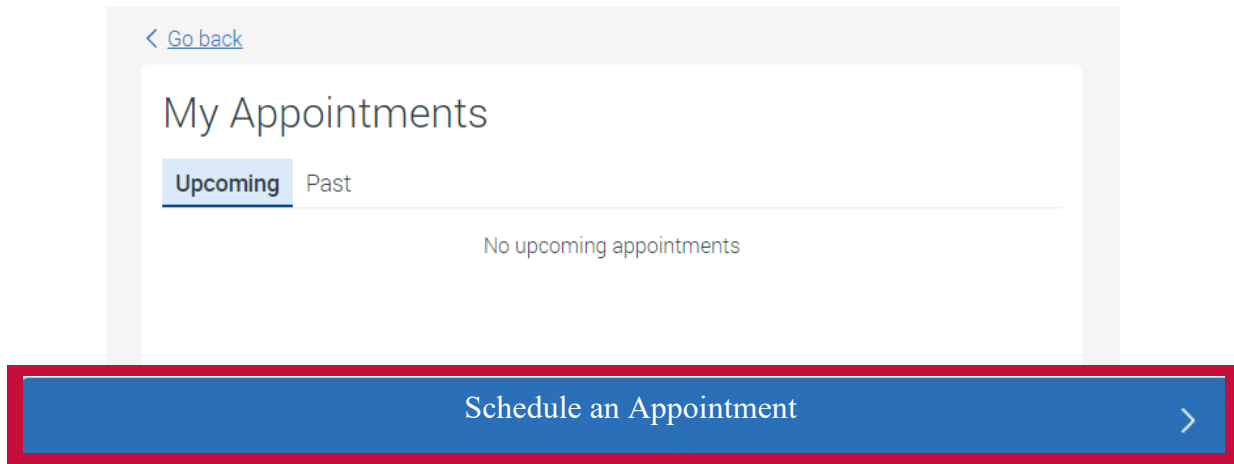
Questions? Please email (UHD navigate help address)



Step 1: Select "Appointments" icon.

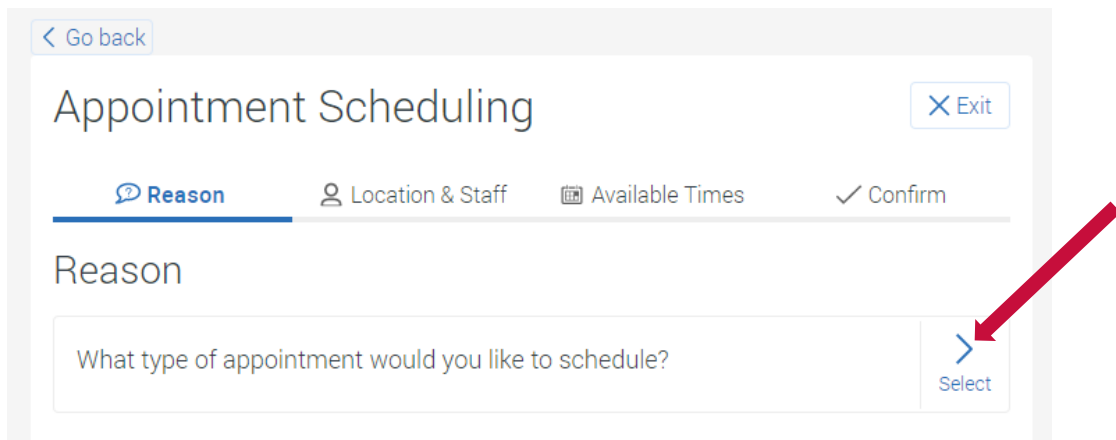


Step 2: Click on **"Schedule an Appointment."**



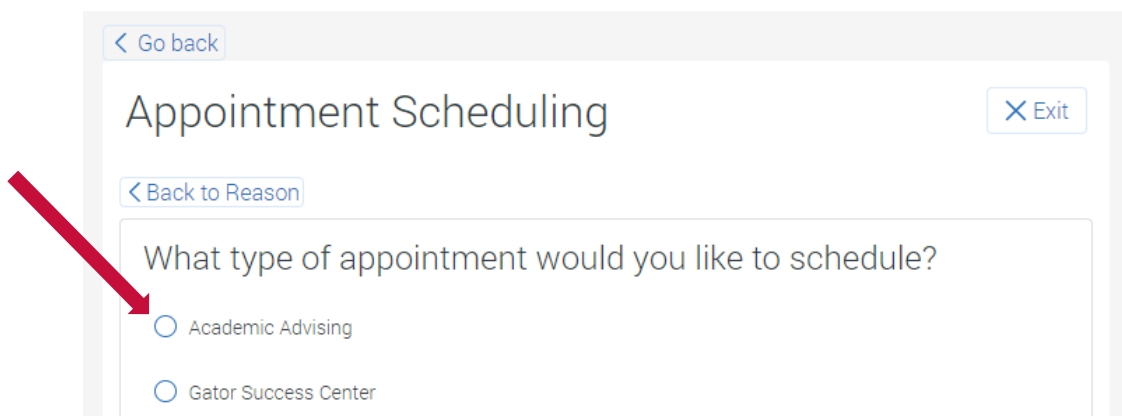
The screenshot shows a web interface for 'My Appointments'. At the top left is a '< Go back' link. Below it is the title 'My Appointments'. There are two tabs: 'Upcoming' (which is selected and underlined) and 'Past'. Below the tabs, it says 'No upcoming appointments'. At the bottom of the page, there is a blue button with the text 'Schedule an Appointment' and a right-pointing chevron '>'. This button is highlighted with a thick red rectangular border.

Step 3: Click on **Select.**



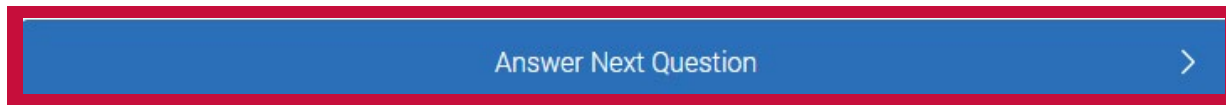
The screenshot shows the 'Appointment Scheduling' page. At the top left is a '< Go back' link. The title 'Appointment Scheduling' is at the top center, and there is an 'X Exit' button at the top right. Below the title are four tabs: 'Reason' (selected and underlined), 'Location & Staff', 'Available Times', and 'Confirm'. Under the 'Reason' tab, the text 'Reason' is displayed. Below that is a text input field with the placeholder text 'What type of appointment would you like to schedule?'. To the right of the input field is a blue button with a right-pointing chevron '>' and the text 'Select' below it. A red arrow points from the right side of the screen towards this 'Select' button.

Step 3.2: Select the type of appointment you would like to schedule.



The screenshot shows the 'Appointment Scheduling' page, specifically the 'Reason' tab. At the top left is a '< Go back' link. The title 'Appointment Scheduling' is at the top center, and there is an 'X Exit' button at the top right. Below the title is a '< Back to Reason' link. The text 'Reason' is displayed. Below that is a text input field with the placeholder text 'What type of appointment would you like to schedule?'. Below the input field are two radio button options: 'Academic Advising' and 'Gator Success Center'. A red arrow points from the left side of the screen towards the 'Academic Advising' radio button.

Click on “**Answer Next Question.**”



Step 3.3: Select an option from the list.

A screenshot of a web form titled "Appointment Scheduling". At the top left is a "< Go back" link, and at the top right is an "X Exit" button. Below the title is a "< Back to Reason" link. The main content area says "Choose from the following options and click Next." and lists five radio button options: "Academic planning", "Course approval/add/drop", "Financial aid forms", "General advising", and "Graduation planning". A vertical scrollbar is on the right side of the list.

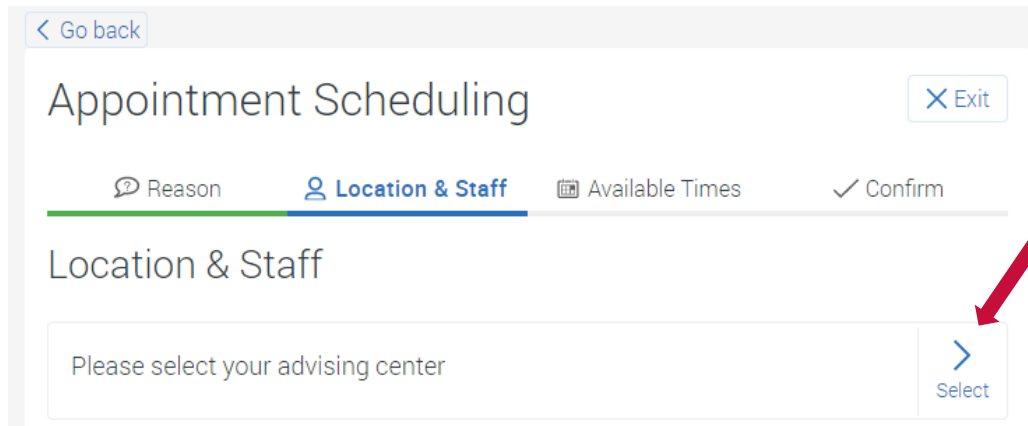
Once selected, click on “**Done for Reason.**”



(Please review your center and reason before continuing next step)

A screenshot of the "Appointment Scheduling" form. At the top left is a "< Go back" link, and at the top right is an "X Exit" button. Below the title is a tabbed interface with four tabs: "Reason" (selected), "Location & Staff", "Available Times", and "Confirm". The "Reason" tab is active and shows the text "What type of appointment would you like to schedule?" with a blue pill button labeled "Academic Advising" and an "Edit" link with a right arrow. Below this is another section with the text "Choose from the following options and click Next." and a blue pill button labeled "Academic planning" and an "Edit" link with a right arrow. At the bottom is a blue bar with the text "Continue to Next Step" and a white right arrow.

Step 4: Click on **Select**, then select the advising center and person you would like to see. If you do not see your advising center listed, contact them directly.



< Go back

Appointment Scheduling

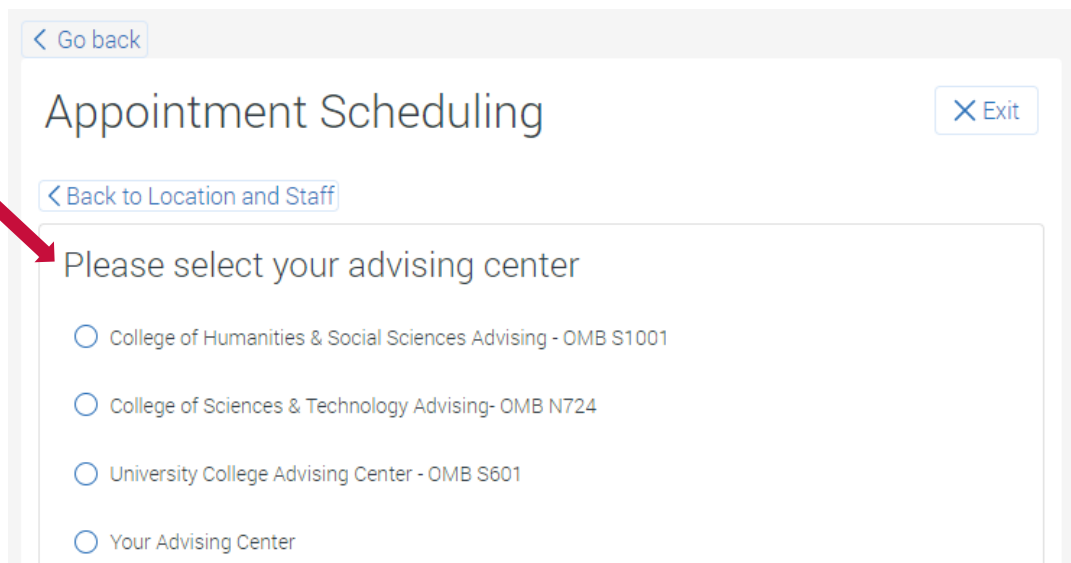
X Exit

Reason Location & Staff Available Times Confirm

Location & Staff

Please select your advising center

> Select



< Go back

Appointment Scheduling

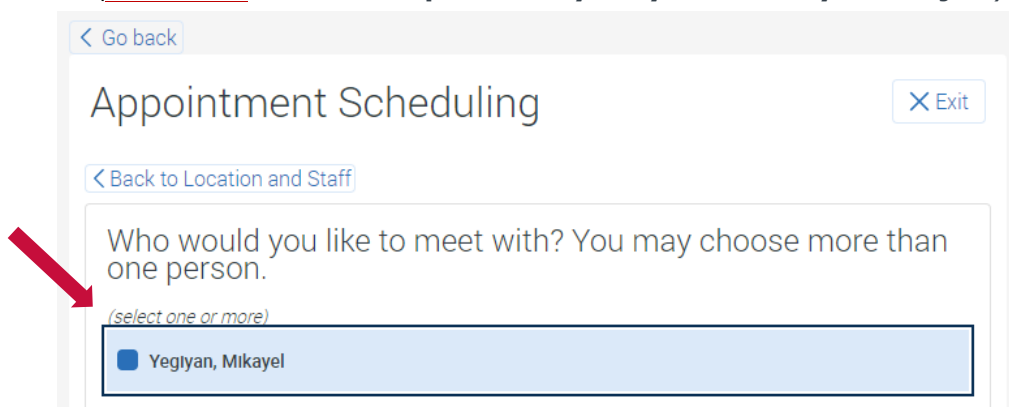
X Exit

< Back to Location and Staff

Please select your advising center

- ☐ College of Humanities & Social Sciences Advising - OMB S1001
- ☐ College of Sciences & Technology Advising- OMB N724
- ☐ University College Advising Center - OMB S601
- ☐ Your Advising Center

(ATTENTION: selection options may vary based on your major.)



< Go back

Appointment Scheduling

X Exit

< Back to Location and Staff

Who would you like to meet with? You may choose more than one person.

(select one or more)

☒ Yeghyan, Mikayel

(Please review your Location and Staff before continuing next step)

Step 5: Select a **date and time** for your appointment from the available options.

[< Go back](#)

Appointment Scheduling

[X Exit](#)

[Reason](#)

[Location & Staff](#)

[Available Times](#)

[Confirm](#)

Available Times

Select a day and time.

[Next Week >](#)

SUN 12 Jan	MON 13 Jan	TUE 14 Jan (7)	WED 15 Jan (15)	THU 16 Jan (16)	FRI 17 Jan (18)	SAT 18 Jan (18)
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Before noon

After noon

01:30 PM

02:00 PM

02:30 PM

03:00 PM

03:30 PM

04:00 PM

04:30 PM

Other Options

[View walk-in times](#)

(ATTENTION: Appointment selection options may vary based on your major and center.

Walk-in times may appear as a list option, no appointment necessary)

Step 6: Review your selections before confirming.

- Add comment(s) for advisor below, if needed.
- You may activate email/text reminders.
- Add phone number if text message option is desired.

Confirm

Academic planning		
One Time Appointment		
 Tue, Jan 14	 2:30 - 3:00 pm	 Mikayel Yeghyan
 Your Advising Center		

Additional Details:

Test Notes. Please see me in S629K.

Anything specific you want to discuss?

Comments for your ...

Appointment Reminder

☒ Send email to "your gatormail here"

☒ Send text message

Add Phone number:

5551234567

Step 7: Confirm appointment to save your appointment next you will see a confirmation followed by a confirmation email or text:

Confirm Appointment



Appointment Scheduling



Appointment Scheduled

Great job scheduling your appointment!



Schedule another appointment



Done