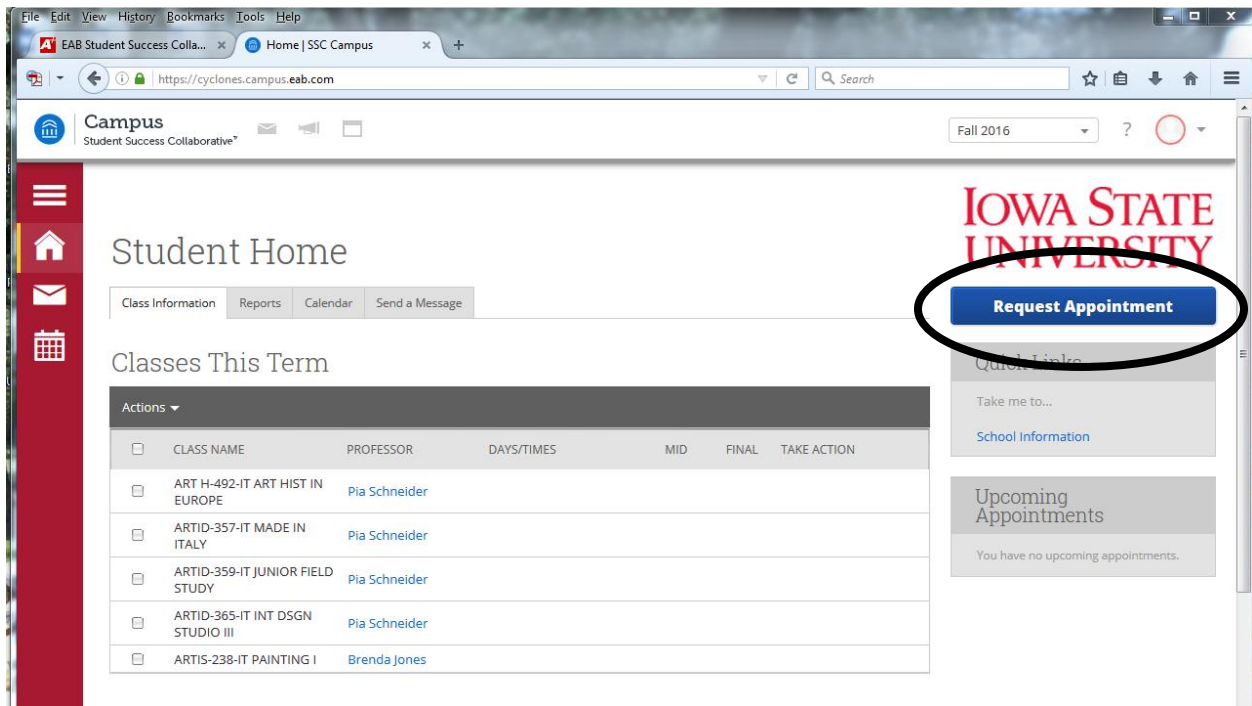


## How to Use ISU Appointments within AccessPlus to Schedule an Academic Advising Appointment.

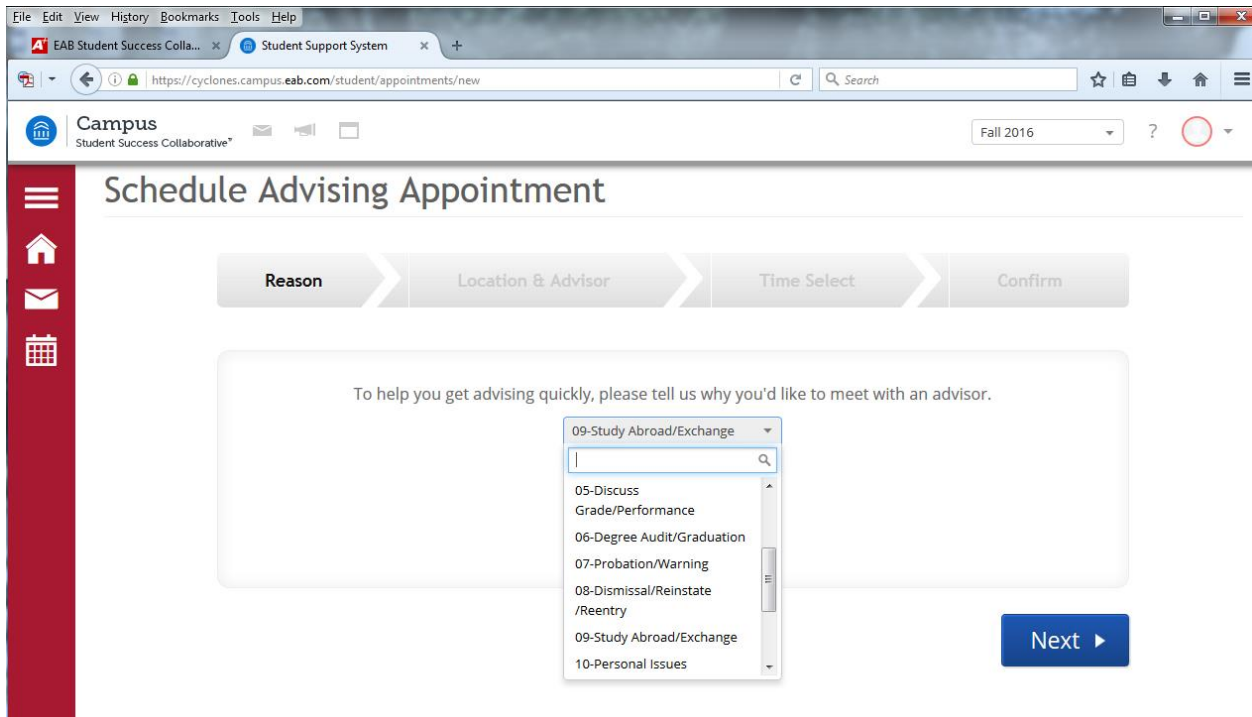
**Step 1:** Click on the “Request Appointment” button.



The screenshot shows the 'Student Home' page in the AccessPlus system. The page header includes the 'Campus Student Success Collaborative' logo and a dropdown menu for the semester, currently set to 'Fall 2016'. The main content area is titled 'Student Home' and features a navigation bar with 'Class Information', 'Reports', 'Calendar', and 'Send a Message'. Below this is a section for 'Classes This Term' with a table of courses. On the right side, there is a 'Request Appointment' button, which is circled in black. Other elements on the right include 'Quick Links' and 'Upcoming Appointments'.

CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	TAKE ACTION
ART H-492-IT ART HIST IN EUROPE	Pia Schneider				
ARTID-357-IT MADE IN ITALY	Pia Schneider				
ARTID-359-IT JUNIOR FIELD STUDY	Pia Schneider				
ARTID-365-IT INT DSGN STUDIO III	Pia Schneider				
ARTIS-238-IT PAINTING I	Brenda Jones				

**Step 2:** Identify the primary topic you would like to discuss with your academic adviser. *(Special note: Students scheduling a meeting with advisers in the College of Design should select College of Design Advising which is after the numbered options.)*

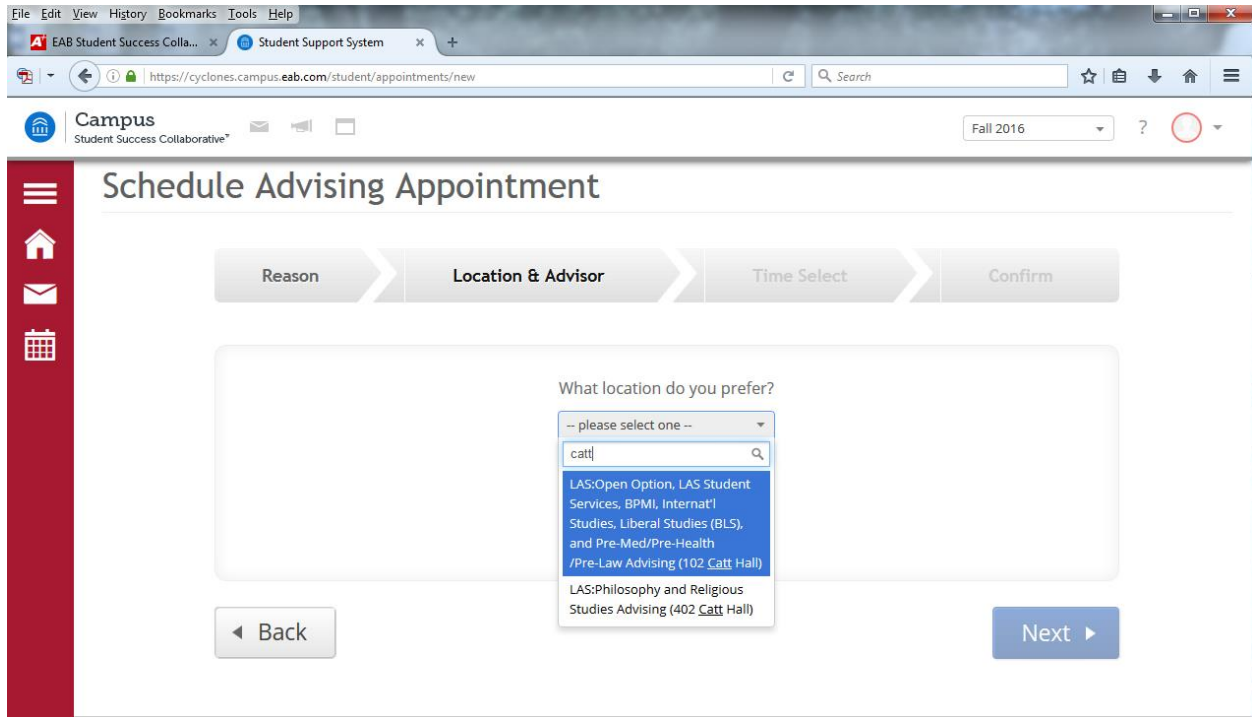


The screenshot shows the 'Schedule Advising Appointment' page in the AccessPlus system. The page has a progress bar with four steps: 'Reason', 'Location & Advisor', 'Time Select', and 'Confirm'. The 'Reason' step is currently active. Below the progress bar, there is a text prompt: 'To help you get advising quickly, please tell us why you'd like to meet with an advisor.' A dropdown menu is open, showing a list of reasons for scheduling an appointment. The 'Next' button is visible at the bottom right.

To help you get advising quickly, please tell us why you'd like to meet with an advisor.

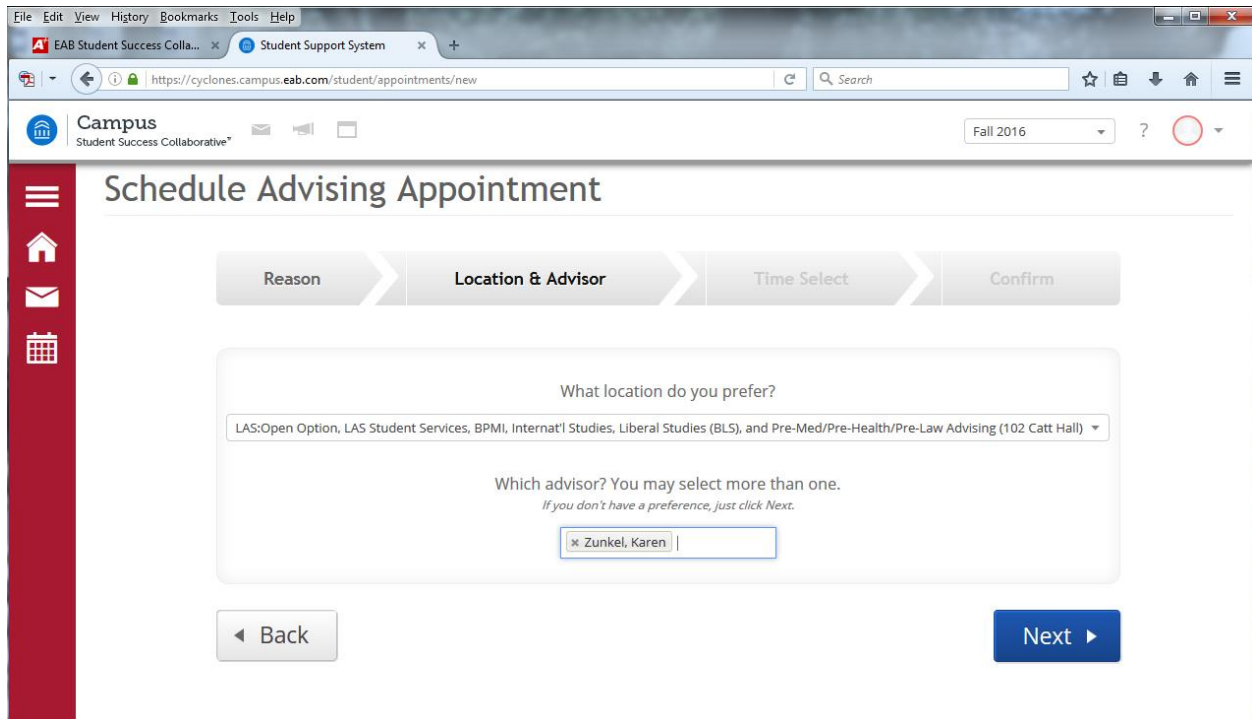
- 09-Study Abroad/Exchange
- 05-Discuss Grade/Performance
- 06-Degree Audit/Graduation
- 07-Probation/Warning
- 08-Dismissal/Reinstate /Reentry
- 09-Study Abroad/Exchange
- 10-Personal Issues

**Step 3:** Select the location/program where you want to meet with an adviser. You can scroll to look for advising for your major--**However, a quicker option is to start to type in the box.** You can type your major (e.g. Mech – will bring up Mechanical Engineering location) or the first letter of your college.



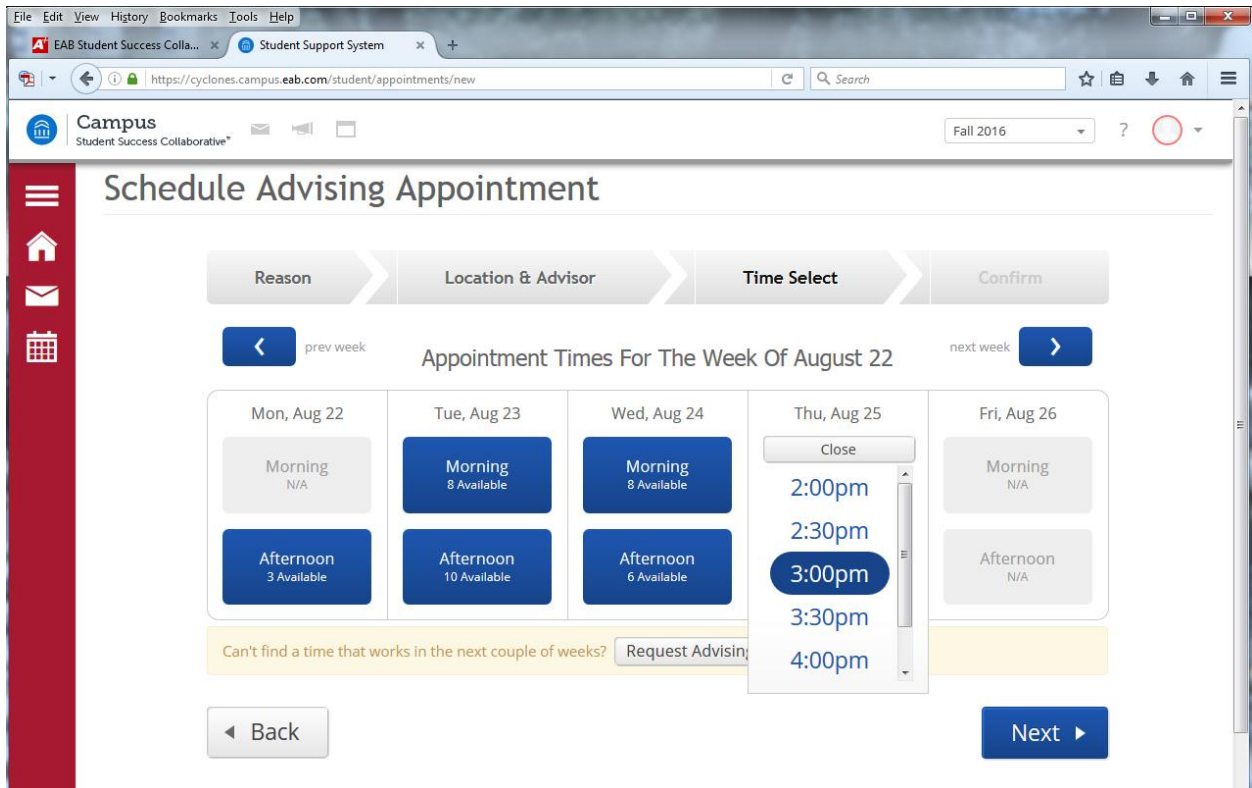
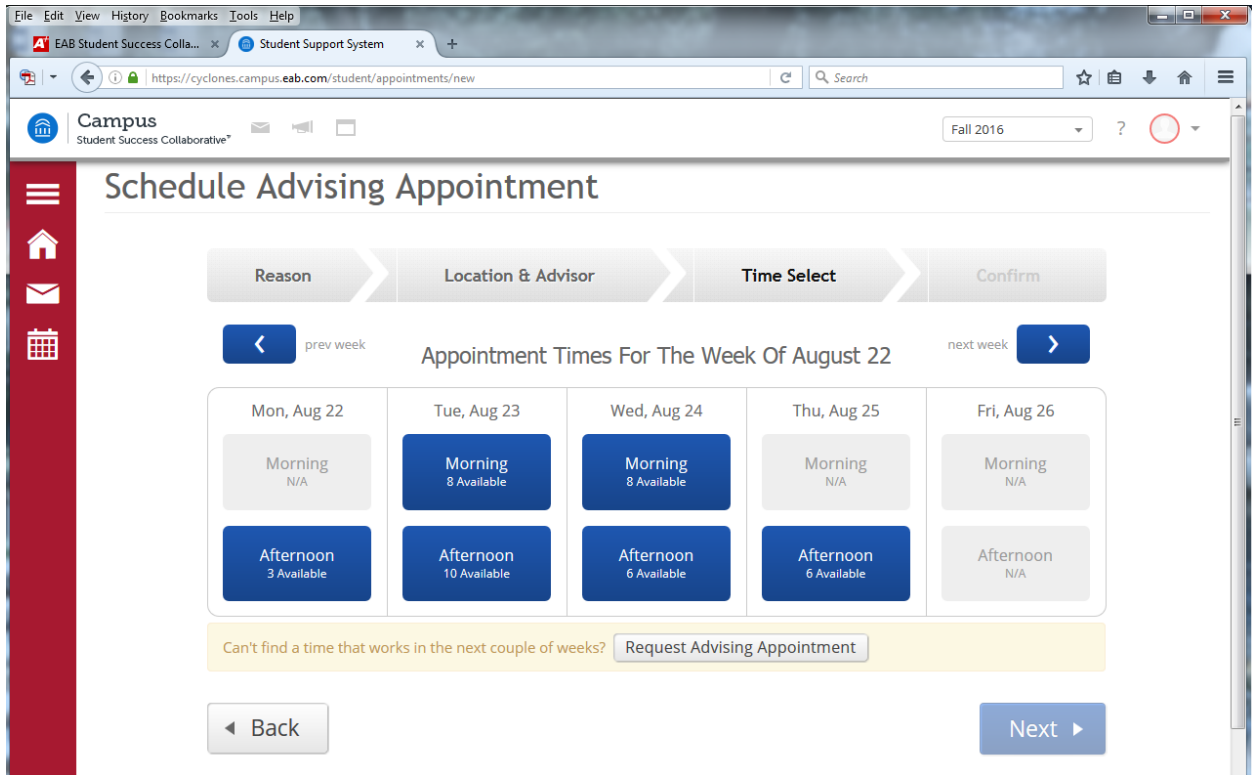
The screenshot shows a web browser window with the URL <https://cyclones.campus.eab.com/student/appointments/new>. The page title is "Schedule Advising Appointment" and it is part of the "Campus Student Success Collaborative" system. The navigation bar includes "Reason", "Location & Advisor", "Time Select", and "Confirm". The "Location & Advisor" step is active. A search box contains the text "catt" and a dropdown menu is open, showing the following options: "-- please select one --", "LAS:Open Option, LAS Student Services, BPML, Internat'l Studies, Liberal Studies (BLS), and Pre-Med/Pre-Health /Pre-Law Advising (102 Catt Hall)", and "LAS:Philosophy and Religious Studies Advising (402 Catt Hall)". There are "Back" and "Next" buttons at the bottom of the form.

**Step 4:** Select your adviser. Your assigned adviser should be at the top of the list of advisers for that location.



The screenshot shows the same web browser window as in Step 3. The "Location & Advisor" step is still active. The search box now contains the text "LAS:Open Option, LAS Student Services, BPML, Internat'l Studies, Liberal Studies (BLS), and Pre-Med/Pre-Health/Pre-Law Advising (102 Catt Hall)". Below the search box, the text reads "Which advisor? You may select more than one. If you don't have a preference, just click Next." A dropdown menu is open, showing the name "Zunkel, Karen". There are "Back" and "Next" buttons at the bottom of the form.

**Step 5:** If your adviser has times available for advising appointments, you will see blocks of times where your adviser is available. Select one of those time blocks to see the specific times that are available. Select the time you want for your appointment.



**Step 6:** Share with your adviser any additional information about the reason for your meeting in the box at the bottom left. Also, note that main office number is listed for each department. Check the additional details section for any additional information about where to meet your adviser and/or information your adviser requests you share in the additional information box below. You should choose whether you want to receive an email or text reminder the morning of your appointment. When finished, confirm your appointment by selecting the “Confirm Appointment” button.

File Edit View History Bookmarks Tools Help

EAB Student Success Colla... Student Support System

https://cyclones.campus.eab.com/student/appointments/new

Campus Student Success Collaborative™

Fall 2016

## Schedule Advising Appointment

Reason Location & Advisor Time Select Confirm

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

### Appointment Details

**Who:** Emily [redacted] with Karen Zunkel  
**Why:** 09-Study Abroad/Exchange

**When:** Thursday, August 25  
3:00pm - 3:30pm

**Where:** LAS:Open Option, LAS Student Services, BPMI, Internat'l Studies, Liberal Studies (BLS), and Pre-Med/Pre-Health/Pre-Law Advising (102 Catt Hall)

### Additional Details

Please check in for your appointment by swiping your ISU card at the front desk in 102 Catt Hall. To make our meeting as productive as possible, please provide any additional details about the reason for the meeting in the box below.

Is there anything specific you would like to discuss with Karen?

This is where you would type additional information that might be helpful for the meeting...

e.g. I am interested in studying abroad in an English speaking program next year. Maybe in Australia or Singapore!

Would you like to set a reminder?

Send Me an Email Send Me a Text

Back Confirm Appointment

After you have clicked “Confirm Appointment” you can exit the browser, or click “Back to Home.”

You will receive a confirmation email in your ISU email account with details of your appointment. Your appointments will also show up on your ISUAppointments home screen in Access Plus.

## Option to 'Request' an Appointment rather than Directly Scheduling a Time.

There are some situations where you may not be able to directly schedule an appointment with an adviser, but you can send a request to the department asking them to schedule you for an appointment. Reasons you may end up requesting an appointment rather than scheduling an appointment directly through the system:

- Your academic adviser doesn't have any available times listed in the system that fit your schedule.
- You are wanting to meet with someone who is not your assigned adviser (e.g. you want to meet with an adviser in another department to explore a new major or minor).
- In some departments, a departmental staff member manages advising calendars and can assist you in scheduling those appointments via the system request.

**Step 1:** Request Advising Appointment -- to send a request for an appointment, after selecting the "Reason" and "Location/Adviser" (described in the scheduling an appointment section), select the "Request Advising Appointment" button.

The screenshot displays the 'Schedule Advising Appointment' web application. The interface includes a navigation bar with a hamburger menu, home, mail, and calendar icons. The main content area shows a progress bar with four steps: 'Reason', 'Location & Advisor', 'Time Select', and 'Confirm'. Below the progress bar, there are 'prev week' and 'next week' navigation buttons. The central part of the interface is a calendar grid for the week of August 22, 2016. Each day (Mon, Aug 22 to Fri, Aug 26) has two time slots: 'Morning N/A' and 'Afternoon N/A'. A yellow banner at the bottom of the calendar grid contains the text 'Can't find a time that works in the next couple of weeks?' and a button labeled 'Request Advising Appointment' which is highlighted with a black box. At the bottom of the interface are 'Back' and 'Next' buttons.

**Step2:** In the "I'm Available On" box, enter the adviser you want to meet with, the reason you are requesting the meeting and as many open times as you can when you could meet with an adviser in the next week or two. The more times you provide the easier it will be for the department to find an appointment for you.

The screenshot shows a web browser window with the URL <https://cyclones.campus.eab.com/student/appointments/new>. The page title is "Schedule Advising Appointment". A navigation bar at the top contains four steps: "Reason", "Location & Advisor", "Time Select", and "Confirm". The "Time Select" step is currently active. Below the navigation bar is a "Request Appointment Form" section. It features a text input field labeled "I'm Available On..." with a placeholder text: "Type in here as many open times as you can -- to decrease the need to email back and forth to find times... e.g. I would like to schedule an appointment to talk about minoring in business. I am available August 29 8-10am, 2-5pm, August 30 11am-2pm, or August 31 8-10, 1-5pm." Below the text field is a dropdown menu showing "Business:Undergraduate Programs Office - Advising for all Business Majors...". At the bottom of the form are two buttons: "Cancel" and "Next".

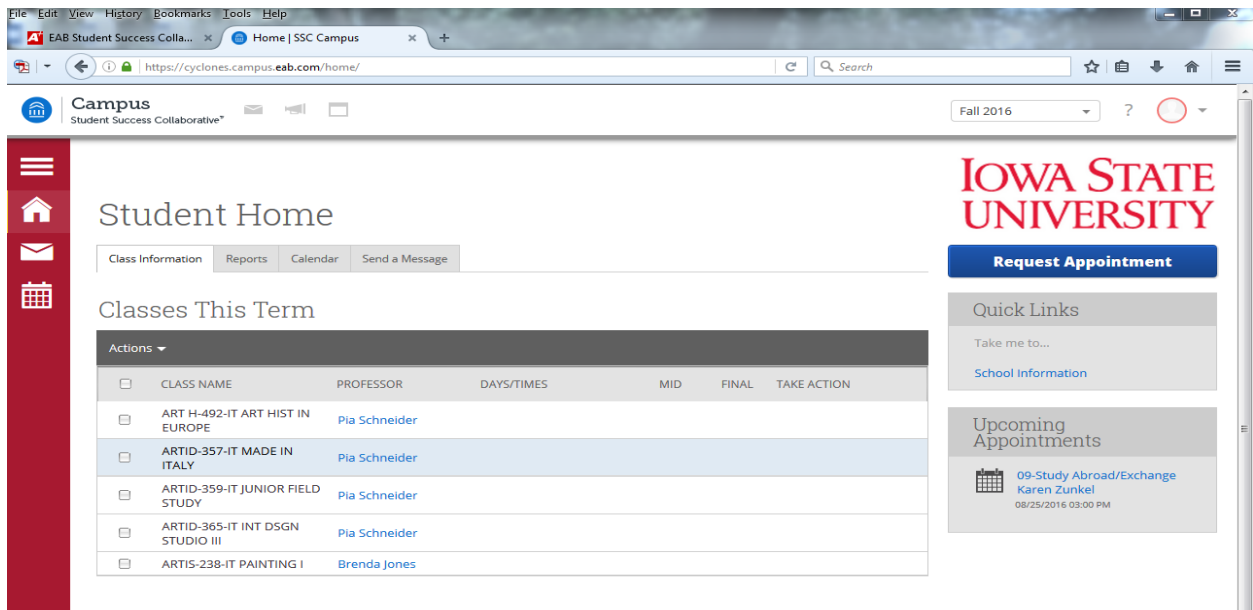
**Step3:** Review what you have entered and send the request.

The screenshot shows the same web browser window as in Step 2, but now the "Confirm" step is active in the navigation bar. A yellow message box states: "Your request has not been submitted yet. Please review and click Send Request to complete." Below this is a "Message Preview" section. It displays the following information: "Student: Emily [redacted]", "Subject: New Advising Appointment Request", and "Location: Business:Undergraduate Programs Office - Advising for all Business Majors (1200 Gerdin)". To the right of this information is the "Availability" text: "Availability: Type in here as many open times as you can -- to decrease the need to email back and forth to find times... e.g. I would like to schedule an appointment to talk about minoring in business. I am available August 29 8-10am, 2-5pm, August 30 11am-2pm, or August 31 8-10, 1-5pm." At the bottom of the form are two buttons: "Back" and "Send Request".

## Canceling an Appointment

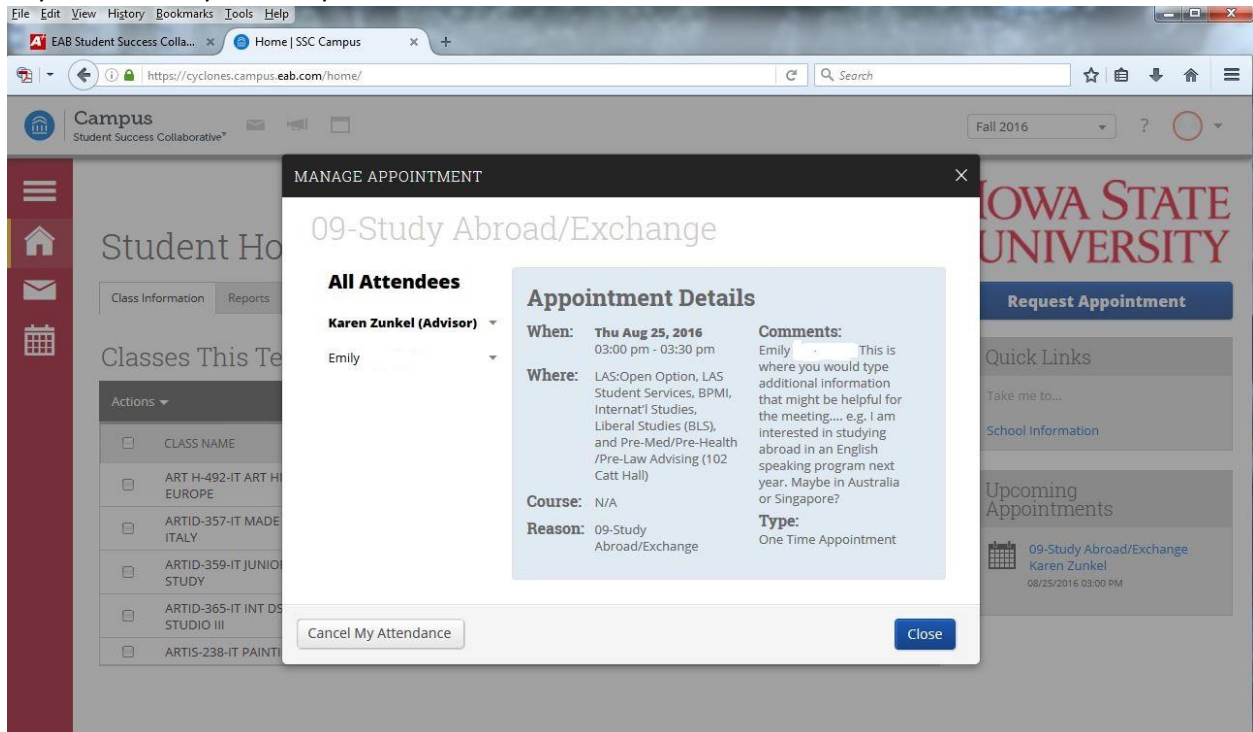
You can use this process whether you scheduled your appointment directly through the system or using the 'request' an appointment. If you need to cancel, please do so as early as possible so that other students would have access to that time. You can not 'cancel' the appointment, if the appointment is scheduled to start within 15 minutes of the time you are attempting to cancel.

**Step 1:** Select the appointment in the Upcoming Appointments section.



The screenshot shows the Campus Student Home page. The 'Upcoming Appointments' section is highlighted, showing an appointment for '09-Study Abroad/Exchange' with Karen Zunkel on 08/25/2016 at 03:00 PM. The 'Request Appointment' button is visible in the top right corner.

**Step 2:** Select the Cancel My Attendance button and provide information on reason for cancelling and any other notes you want your adviser to see related to the cancellation.



The screenshot shows the Campus Student Home page with the 'MANAGE APPOINTMENT' dialog box open. The dialog box displays the appointment details for '09-Study Abroad/Exchange' and includes a 'Cancel My Attendance' button.

**MANAGE APPOINTMENT**

09-Study Abroad/Exchange

**All Attendees**

- Karen Zunkel (Advisor)
- Emily

**Appointment Details**

**When:** Thu Aug 25, 2016  
03:00 pm - 03:30 pm

**Where:** LAS:Open Option, LAS Student Services, BPMI, Internat'l Studies, Liberal Studies (BLS), and Pre-Med/Pre-Health /Pre-Law Advising (102 Catt Hall)

**Course:** N/A

**Reason:** 09-Study Abroad/Exchange

**Comments:** Emily - This is where you would type additional information that might be helpful for the meeting.... e.g. I am interested in studying abroad in an English speaking program next year. Maybe in Australia or Singapore?

**Type:** One Time Appointment

Cancel My Attendance Close