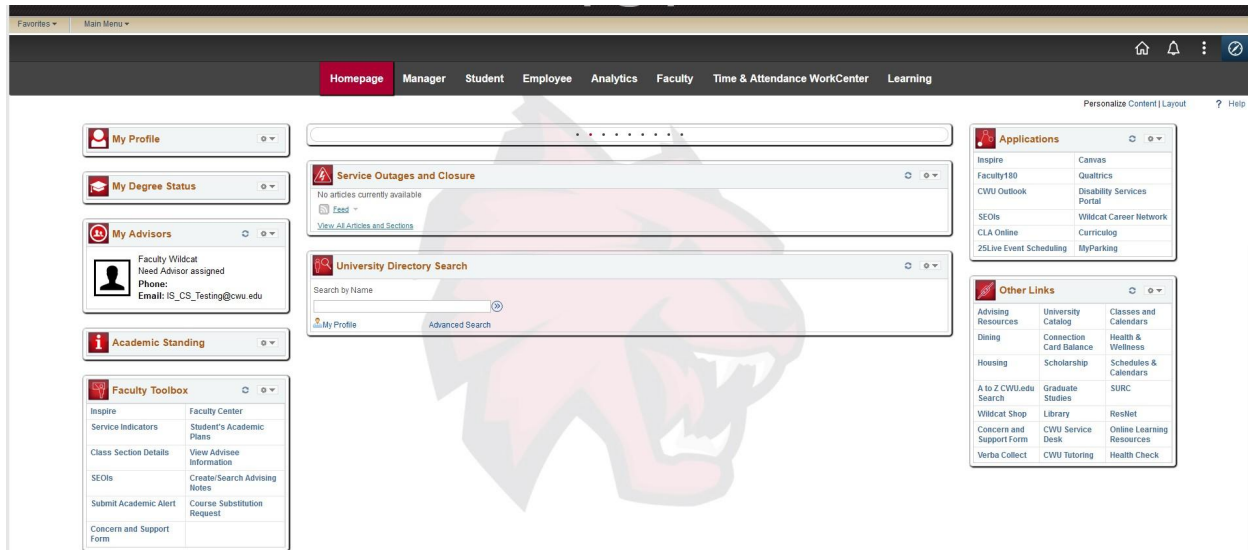
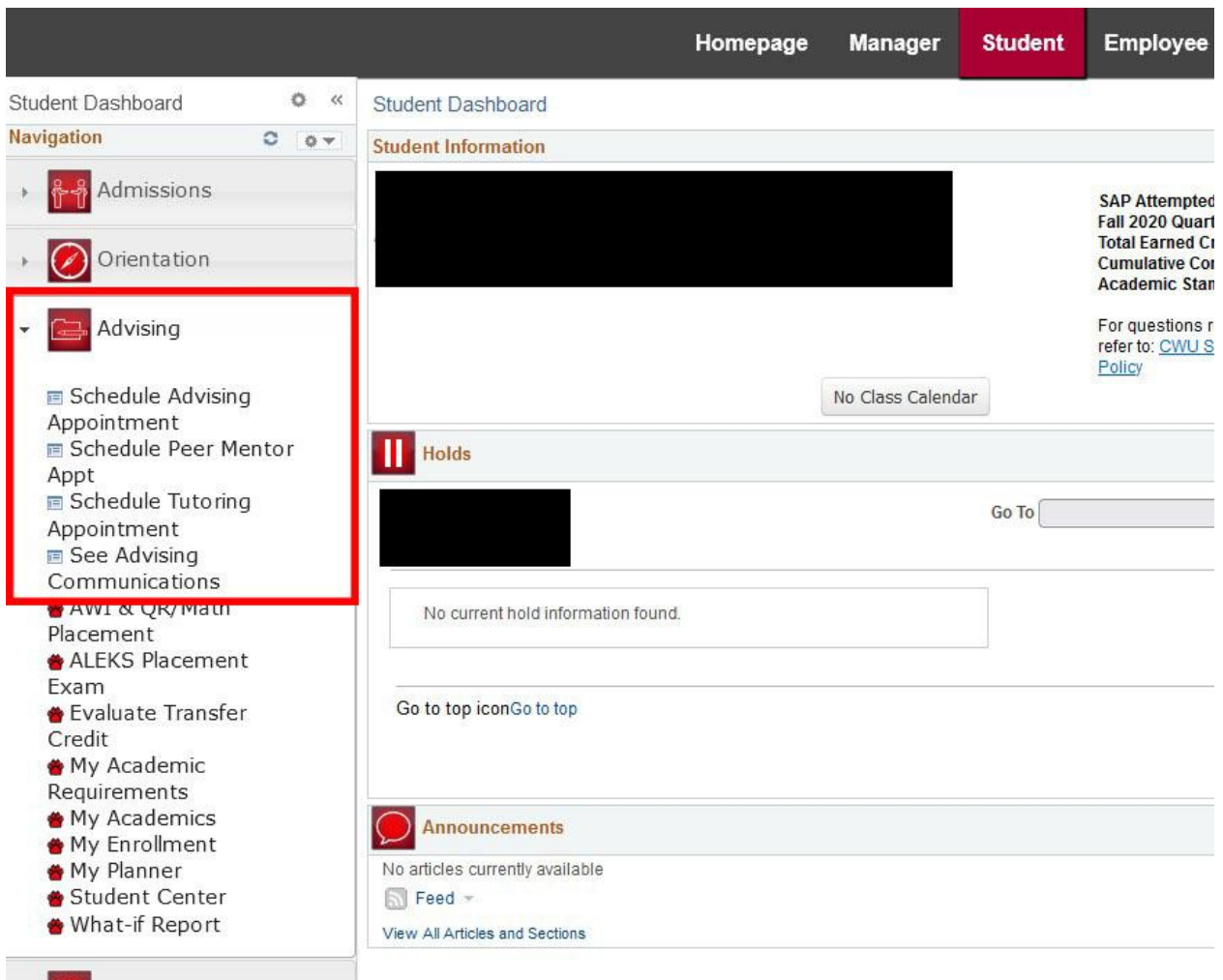


Step 1: Go to your MyCWU Homepage.



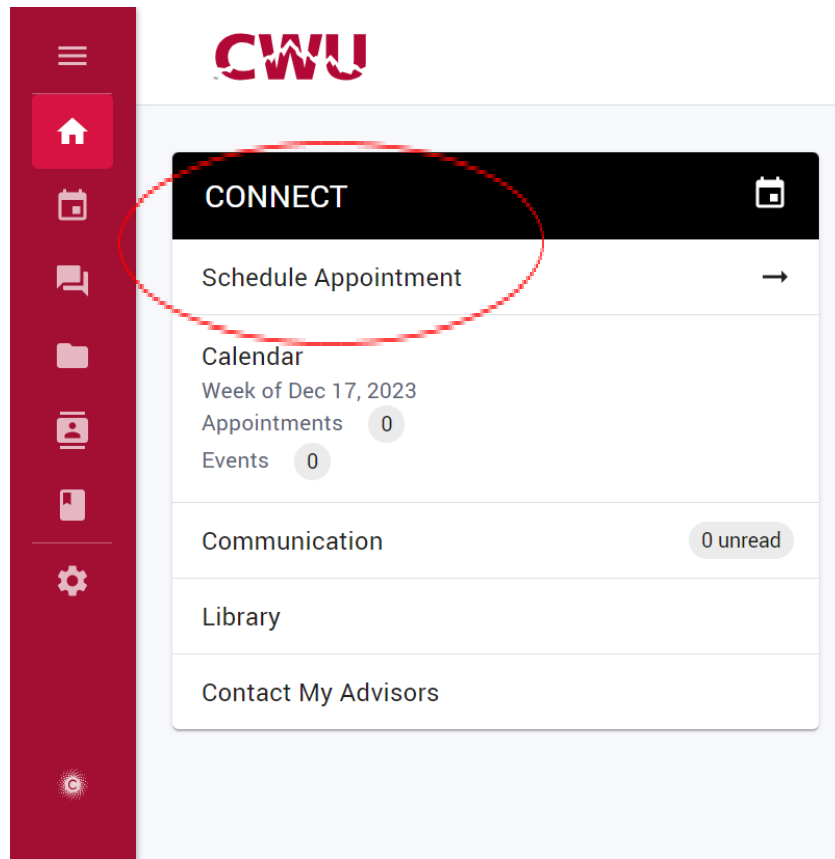
The screenshot shows the MyCWU Homepage. At the top, there is a navigation bar with tabs: Homepage (selected), Manager, Student, Employee, Analytics, Faculty, Time & Attendance WorkCenter, and Learning. Below the navigation bar, the page is divided into several sections. On the left, there is a sidebar with links to My Profile, My Degree Status, My Advisors, Academic Standing, and Faculty Toolbox. The main content area features a large red banner with the text "Service Outages and Closure" and "University Directory Search". On the right, there are sections for Applications and Other Links.

Step 2: Click on the Student tab. Find Advising on the lefthand side. Click "Schedule Advising Appointment."

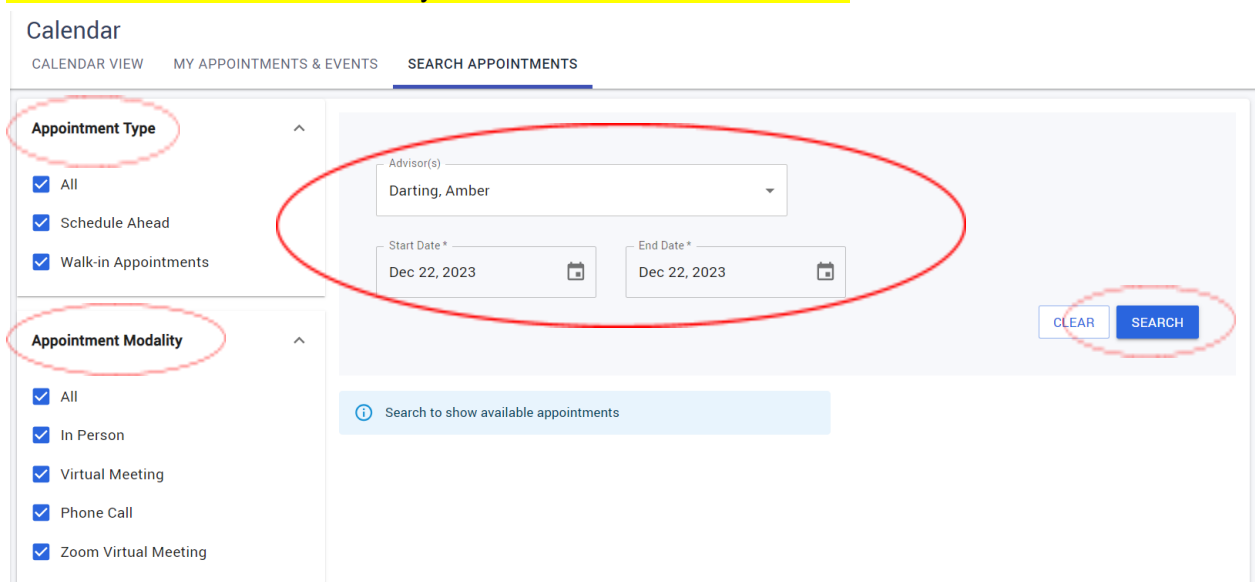


The screenshot shows the MyCWU Student Dashboard. At the top, there is a navigation bar with tabs: Homepage, Manager, Student (selected), and Employee. Below the navigation bar, the page is divided into several sections. On the left, there is a sidebar with links to Admissions, Orientation, and Advising. The Advising section is highlighted with a red box. The main content area features a large red banner with the text "SAP Attempted Fall 2020 Quarter Total Earned Credits Cumulative Core Academic Standing". Below the banner, there is a section for Holds and a section for Announcements.

Step 3: On your Dashboard, find the “Connect” section. Click “Schedule Appointment.”



Step 4: Under Advisor(s), find your Advisor you would like to schedule an appointment with. Enter the day you would like to meet, and fill out the appointment type and modality on the lefthand side that best matches your needs. Then, click “Search.”



Step 5: After clicking “Search,” click “Schedule” for the time slot that works best for you.

Advisor(s)

Start Date *

End Date *

Result (6)

ADVISOR	DATE	TIME	TYPE	MODALITY	DETAILS
Darting, Amber	Dec 22, 2023	7:05 AM - 7:35 AM	<input type="button" value="SCHEDULE"/>	Virtual Meeting	https://cwu.zoom.us/j/9
Darting, Amber	Dec 22, 2023	7:35 AM - 8:05 AM	<input type="button" value="SCHEDULE"/>	Virtual Meeting	https://cwu.zoom.us/j/9
Darting, Amber	Dec 22, 2023	8:05 AM - 8:35 AM	<input type="button" value="SCHEDULE"/>	Virtual Meeting	https://cwu.zoom.us/j/9
Darting, Amber	Dec 22, 2023	8:35 AM - 9:05 AM	<input type="button" value="SCHEDULE"/>	Virtual Meeting	https://cwu.zoom.us/j/9
Darting, Amber	Dec 22, 2023	9:05 AM - 9:35 AM	<input type="button" value="SCHEDULE"/>	Virtual Meeting	https://cwu.zoom.us/j/9
Darting, Amber	Dec 22, 2023	9:35 AM - 10:20 AM	<input type="button" value="SCHEDULE"/>	Virtual Meeting	https://cwu.zoom.us/j/9

Step 6: Afterwards, this screen should appear. Scroll down to choose a Session Topic, and leave a Session Note if applicable. Then click, “Schedule Appointment.”

Appointments

Appointment Type *

Select Advisor *

< Friday, Dec 22, 2023 >

TIME	STATUS	MODALITY	DETAILS
<input checked="" type="checkbox"/> 7:05 AM - 7:35 AM	Available	Virtual Meeting	https://cwu.zoom.us/j/9869962381
<input type="checkbox"/> 7:35 AM - 8:05 AM	Available	Virtual Meeting	https://cwu.zoom.us/j/9869962381
<input type="checkbox"/> 8:05 AM - 8:35 AM	Available	Virtual Meeting	https://cwu.zoom.us/j/9869962381
<input type="checkbox"/> 8:35 AM - 9:05 AM	Available	Virtual Meeting	https://cwu.zoom.us/j/9869962381
9:05 AM - 9:35 AM	Unavailable	Virtual Meeting	https://cwu.zoom.us/j/9869962381
9:35 AM - 10:20 AM	Unavailable	Virtual Meeting	https://cwu.zoom.us/j/9869962381

Date/Time
Friday, Dec 22, 2023 7:05 AM - 7:35 AM

Appointment Modality * **Virtual Meeting**
<https://cwu.zoom.us/j/9869962381>

Session Topics *

Session Note

Visible to advisor

Please scroll down and select a session topic to finish scheduling your appointment

Step 7: If you now switch tabs from “Search Appointments” to “My Appointments & Events,” your appointment should appear with it’s scheduled date, time, and location. You will also receive a follow-up confirmation email attached to your Outlook Calendar.

CWU

Calendar

CALENDAR VIEW **MY APPOINTMENTS & EVENTS** SEARCH APPOINTMENTS

Search Calendar

Search Dates

Start Date *

End Date *

Event Type

- ☒ All
- ☒ Events
- ☒ Scheduled Appointment
- ☒ Walk-in Appointments

My Appointments & Events (1)

+ CREATE

DATE	TIME	TITLE	MODALITY/LOCATION	DETAILS
Dec 22, 2023	7:05 AM - 7:35 AM	[Redacted]	Virtual Meeting	https://cwu.zoom.us/j