## Step 1: Go to your MyCWU Homepage.

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		Homepage	Manager	Student	Employee	Analytics	Faculty	Time & Attendance WorkC	enter Learning			
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Service Indicators	Student's Academic Plans									Concern and Support Form	CWU Service Desk	Online Learning Resources
Class Section Details	View Advisee Information									Verba Collect	CWU Tutoring	Health Check
	Create/Search Advising									0		
SEOIs	Notes											

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

	Homepage	Manager	Student	Employee
Student Dashboard 🔹 🔍	Student Dashboard			
Navigation O O V	Student Information			
Admissions				SAP Attempted Fall 2020 Quart Total Earned Ci
Ollentation				Academic Stan
✓ → Advising				For questions r refer to: <u>CWU S</u> <u>Policy</u>
🖻 Schedule Advising	No	Class Calendar		
<ul> <li>Schedule Peer Mentor</li> <li>Appt</li> <li>Schedule Tutoring</li> <li>Appointment</li> <li>See Advising</li> <li>Communications</li> </ul>	Holds		Go To	
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exam	Go to top iconGo to top			
My Academics				
My Planner	No articles currently available			
😁 Student Center 🈁 What-if Report	Feed - View All Articles and Sections			



Step 4: On your Dashboard, find the "Connect" section. Click "Schedule Appointment."

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<b>A</b>		
<b>a</b> /	CONNECT	
	Schedule Appointment	$\rightarrow$
	Calendar Week of Dec 17, 2023	
8	Appointments 0 Events 0	
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\$	Library	
	Contact My Advisors	
Ø		

Step 3: Click "Login with NetID." Login using your CWU email and password.

Step 5: Under Advisor(s), find the 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."

Calendar Calendar View My Appointmen	TS & EVENTS SEARCH APPOINTMENTS	
Appointment Type	^	
II All	Advisor(s) Darting, Amber	
Schedule Ahead		
☑ Walk-in Appointments	Start Date*         End Date*           Dec 22, 2023         Image: Compare the start of the s	
Appointment Modality		CLEAR SEARCH
All	Search to show available appointments	
In Person		
Virtual Meeting		
✓ Phone Call		
Zoom Virtual Meeting		

Step 6: After clicking "Search," click "Schedule" for the time slot that works best for you.

	All     Schedule Ahead     Walk-in Appointments	Advii Dar Start Dec	oor(s) ting, Amber  Date * 22, 2023		End Date* – Dec 22, 20	•	Ĩ	CLEAR SEARCH
2 11 \$	<ul> <li>All</li> <li>In Person</li> <li>Virtual Meeting</li> <li>Phone Call</li> </ul>	Result (6 ADVISOR Darting, A	) DATE mber Dec 22, 2023	<b>TIME</b> 7:05 AM	7:35 AM	TYPE	MODALITY Virtual Meeting	DETAILS https://cwu.zoom.us/j/9
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Step 7: Afterwards, this screen should appear. Scroll down to choose a Session Topic, and leave a Session Note if applicable. Then click, "Schedule Appointment."

			Advisor(s)					
<b>^</b>	All	Арроіі	ntments					
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(Continue to next page)

Step 8: 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.

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