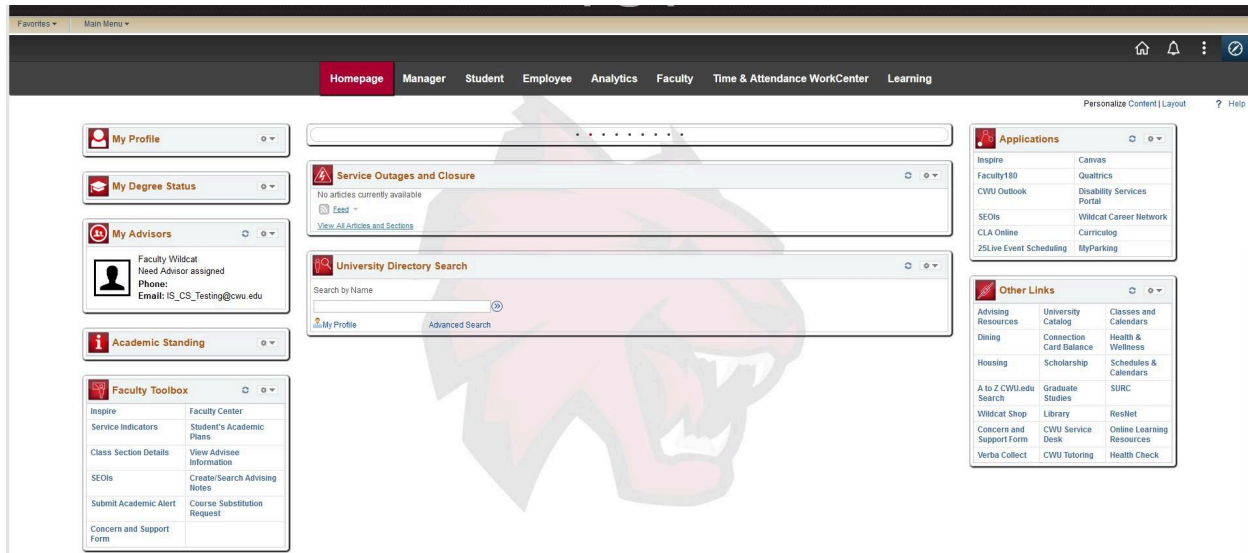
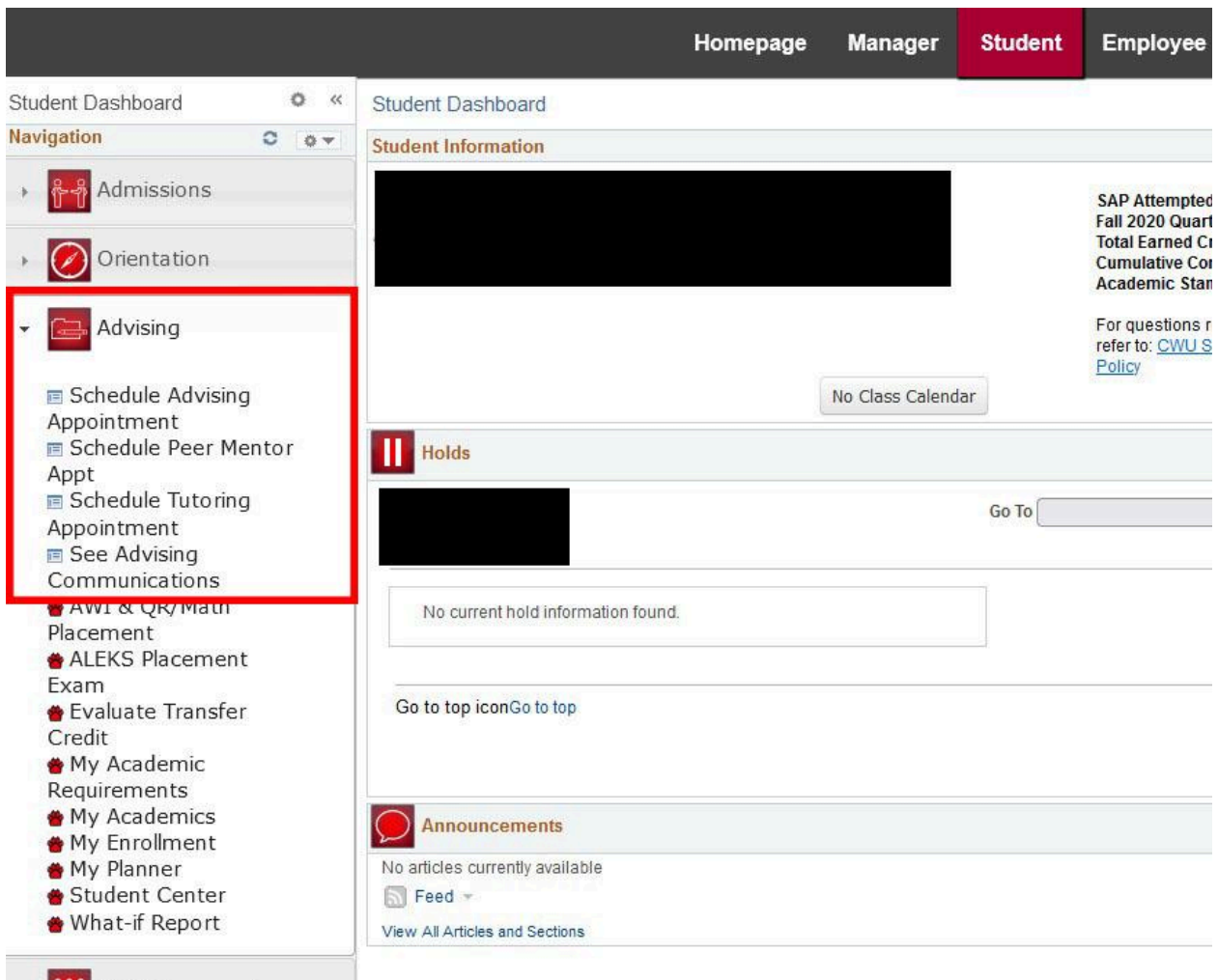


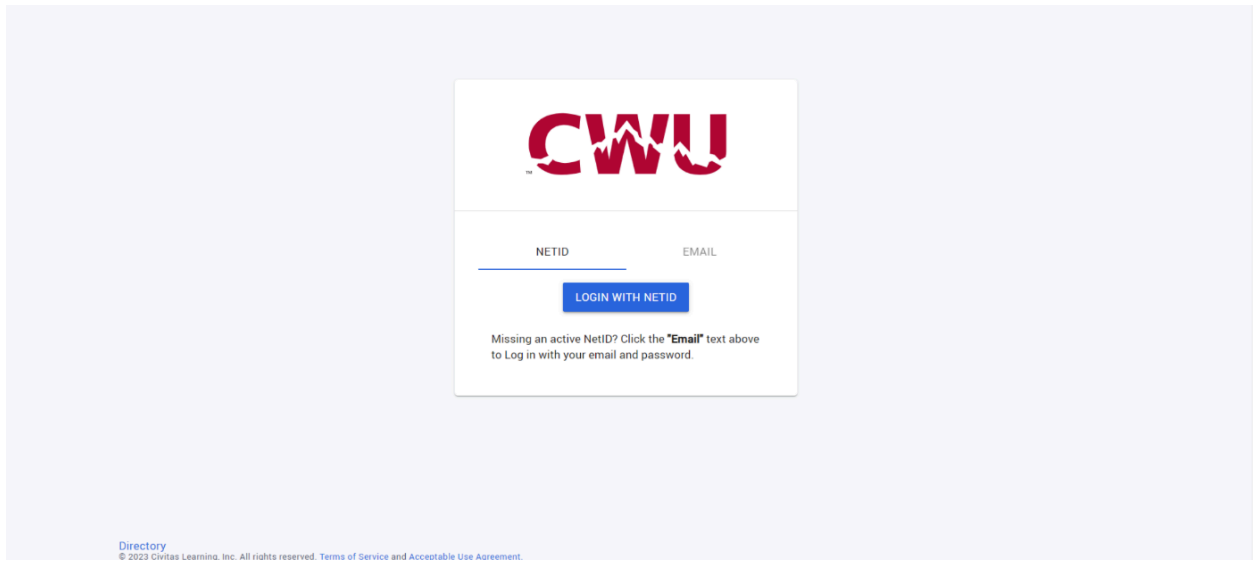
Step 1: Go to your MyCWU Homepage.



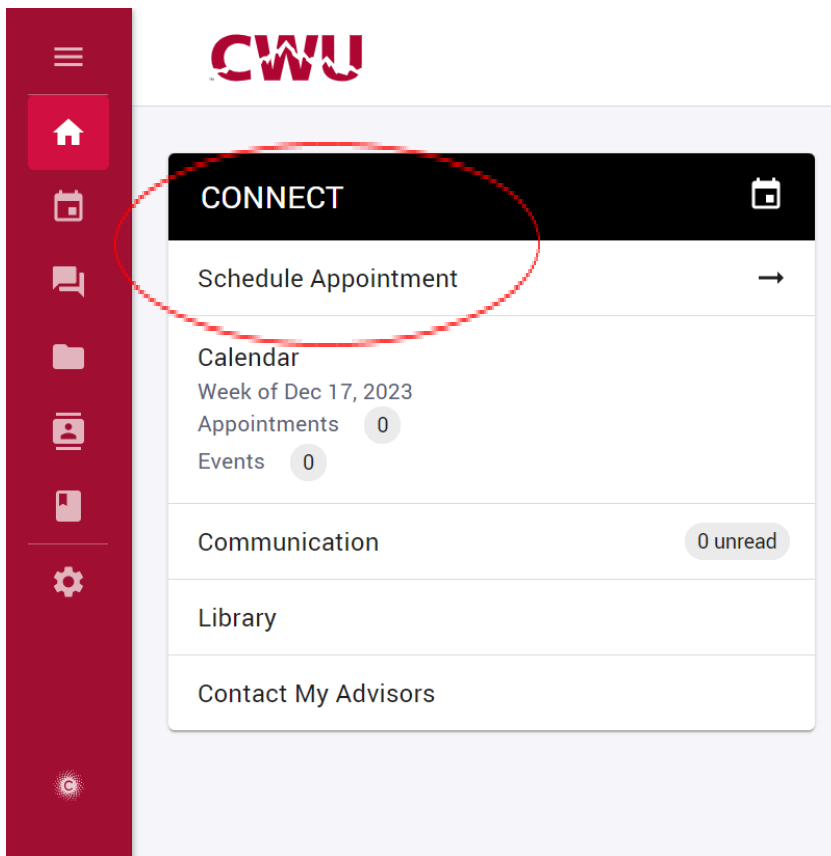
Step 2: Click on the Student tab. Find Advising on the lefthand side. Click "Schedule Advising Appointment."



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



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



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 left-hand side that best matches your needs. Then, click “Search.”

Calendar

CALENDAR VIEW MY APPOINTMENTS & EVENTS SEARCH APPOINTMENTS

Appointment Type

- All
- Schedule Ahead
- Walk-in Appointments

Appointment Modality

- All
- In Person
- Virtual Meeting
- Phone Call
- Zoom Virtual Meeting

Advisor(s)
Darting, Amber

Start Date*
Dec 22, 2023

End Date*
Dec 22, 2023

CLEAR SEARCH

Search to show available appointments

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

Advisor(s)
Darting, Amber

Start Date*
Dec 22, 2023

End Date*
Dec 22, 2023

CLEAR SEARCH

Result (6)

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

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."

The screenshot shows a modal window titled "Appointments" with the following fields and options:

- Appointment Type*: Schedule Ahead
- Select Advisor*: Darting, Amber
- Date: Friday, Dec 22, 2023
- Table of available slots:

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
<input type="checkbox"/> 9:05 AM - 9:35 AM	Unavailable	Virtual Meeting	https://cwu.zoom.us/j/9869962381
<input type="checkbox"/> 9:35 AM - 10:20 AM	Unavailable	Virtual Meeting	https://cwu.zoom.us/j/9869962381

Buttons: CANCEL, SCHEDULE APPOINTMENT

The screenshot shows a modal window titled "Date/Time" with the following fields and options:

- Date/Time: Friday, Dec 22, 2023 7:05 AM - 7:35 AM
- Appointment Modality*: Virtual Meeting
- Virtual Meeting URL: https://cwu.zoom.us/j/9869962381
- Session Topics*: (empty dropdown)
- Session Note: (empty text area)
- Visible to advisor: (checkbox)
- ATTACH button
- Message: Please scroll down and select a session topic to finish scheduling your appointment
- Buttons: CANCEL, SCHEDULE APPOINTMENT (circled in red)

(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.

The screenshot shows the CWU calendar interface. The 'MY APPOINTMENTS & EVENTS' tab is selected and circled in red. Below the navigation tabs, there is a search bar and a '+ CREATE' button. The main content area displays 'My Appointments & Events (1)' with a table of appointments. The table has columns for DATE, TIME, TITLE, MODALITY/LOCATION, and DETAILS. A single appointment is listed for Dec 22, 2023, from 7:05 AM to 7:35 AM, titled 'Gracen (Student); Appoin...', with a modality of 'Virtual Meeting' and a details link 'https://cwu.zoom.us/j'. The table row is circled in red. On the left side, there are filters for 'Search Dates' and 'Event Type'.

DATE	TIME	TITLE	MODALITY/LOCATION	DETAILS
Dec 22, 2023	7:05 AM - 7:35 AM	Gracen (Student); Appoin...	Virtual Meeting	https://cwu.zoom.us/j