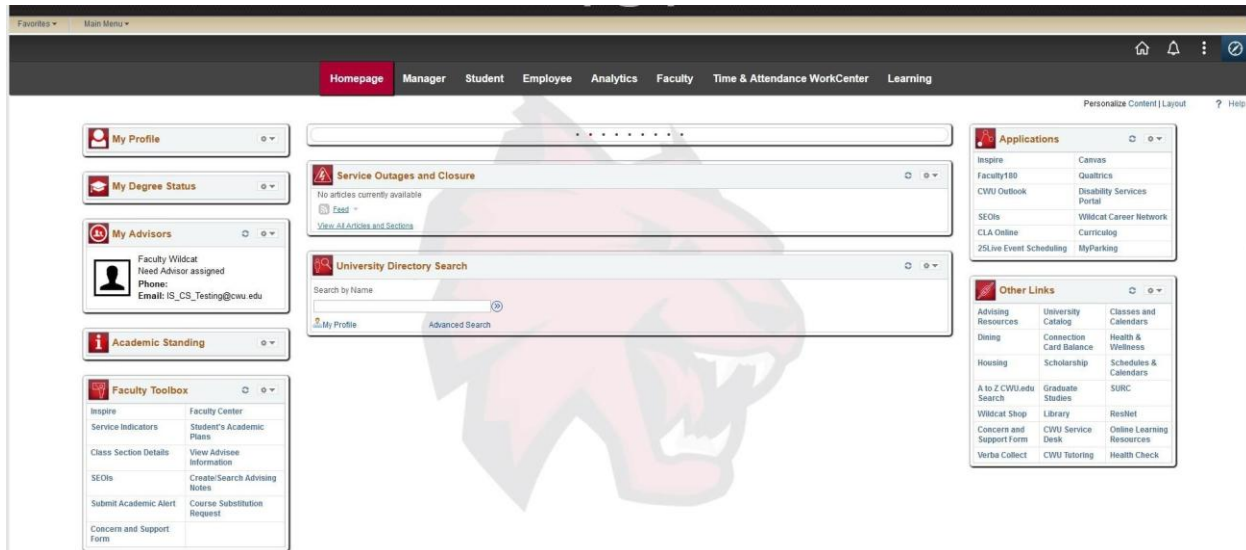
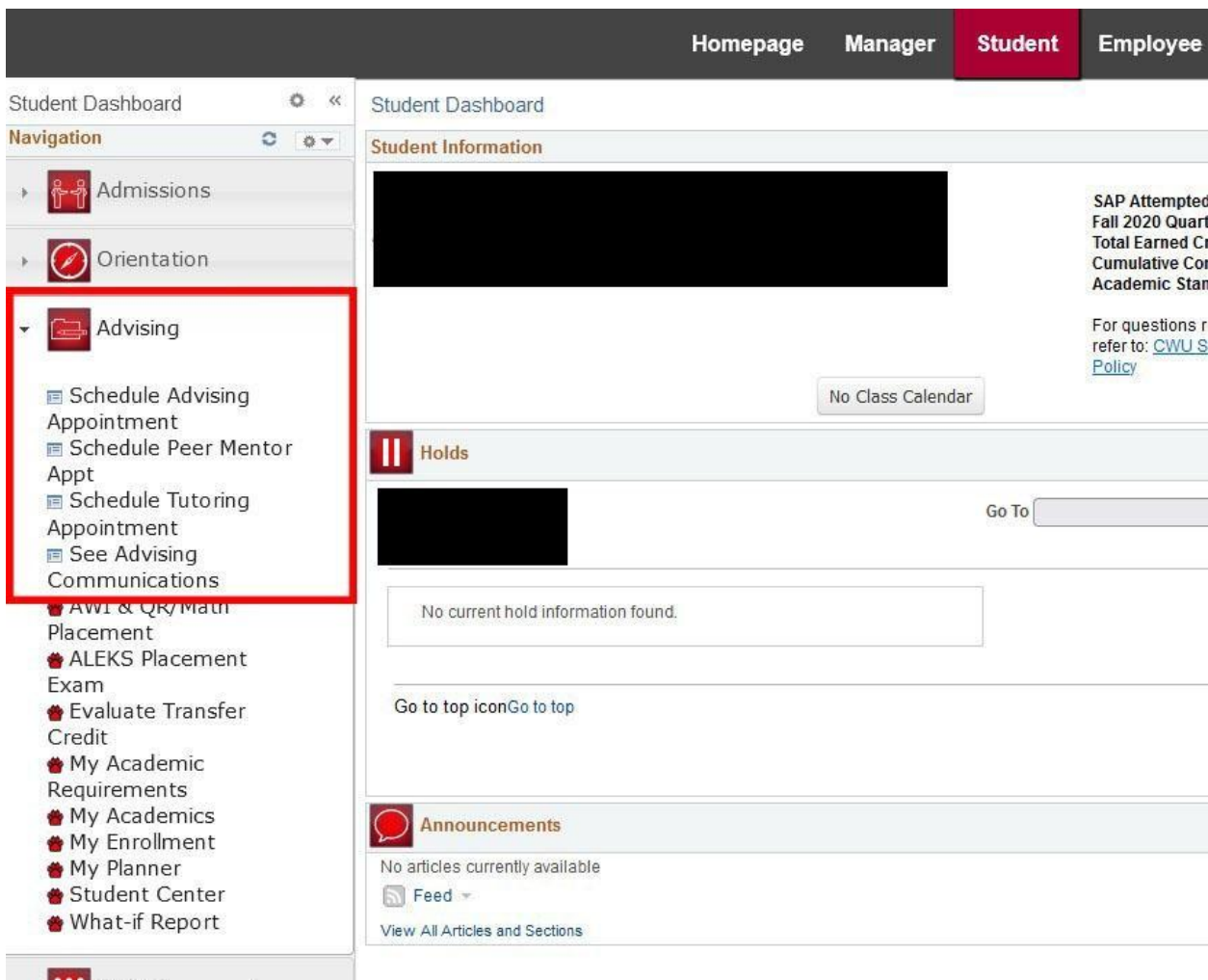


Instructions on how to schedule an advising appointment on Inspire platform

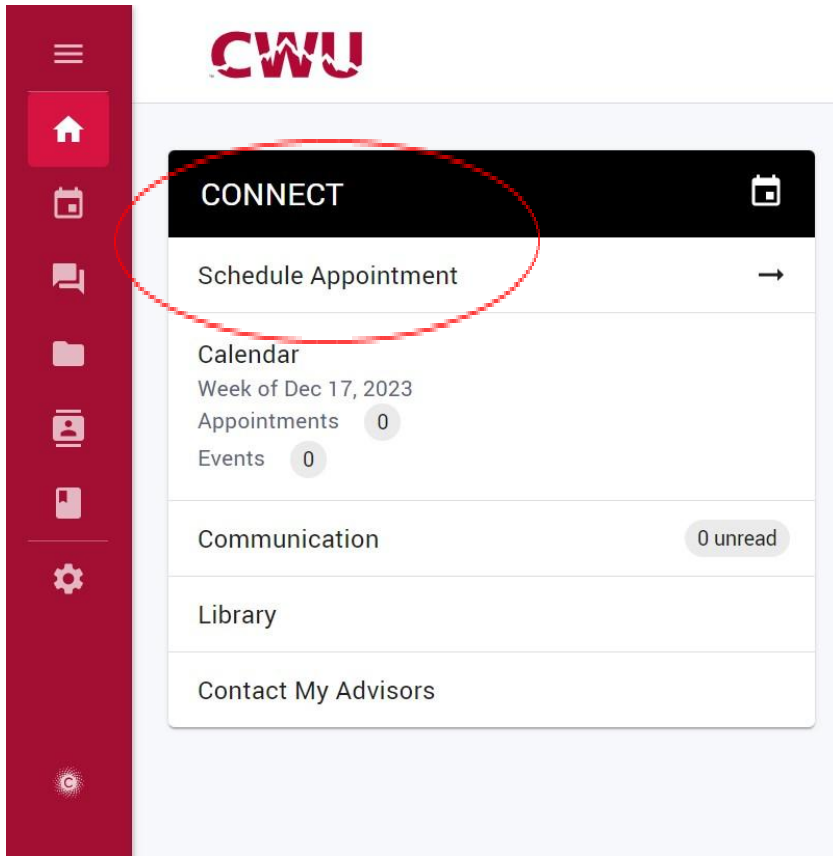
Step 1: Login to My CWY and go to your My CWU Homepage



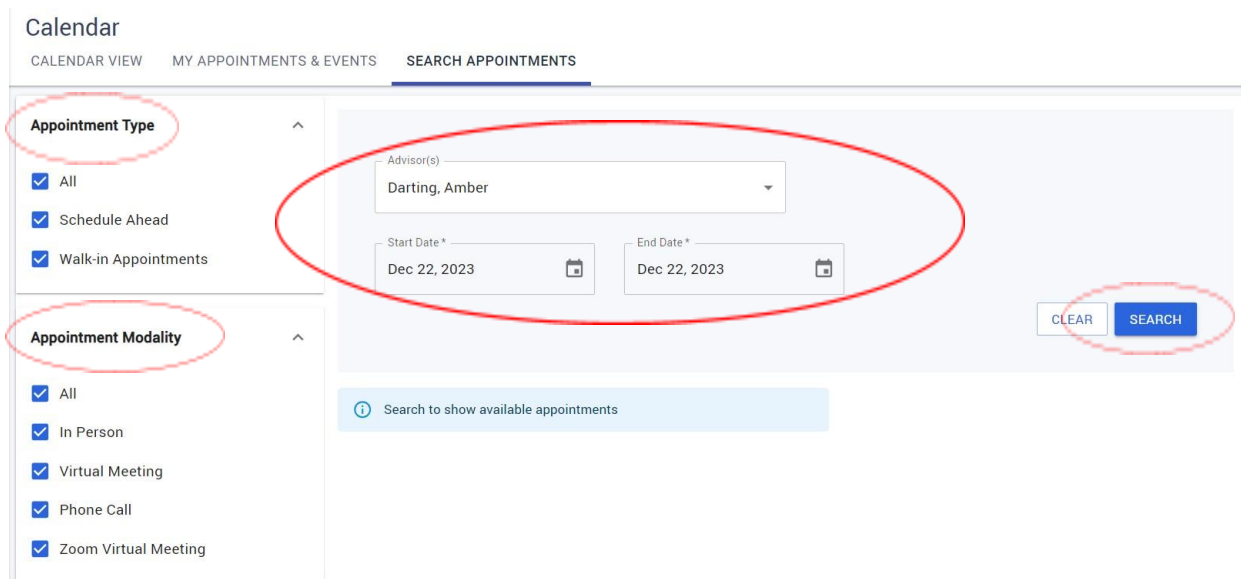
Step 2: Click on the “student Tab” on the top menu. Find “Advising” on the left-hand side menu. Click “Schedule Advising Appointment”. Once you click this button, it will open a new browser and take you to Inspire platform. It is a single-sign-on and you should be logged in automatically but if needed click the blue button that says, “Login with NET ID”. Do not enter your My CWU email address and password on Inspire.



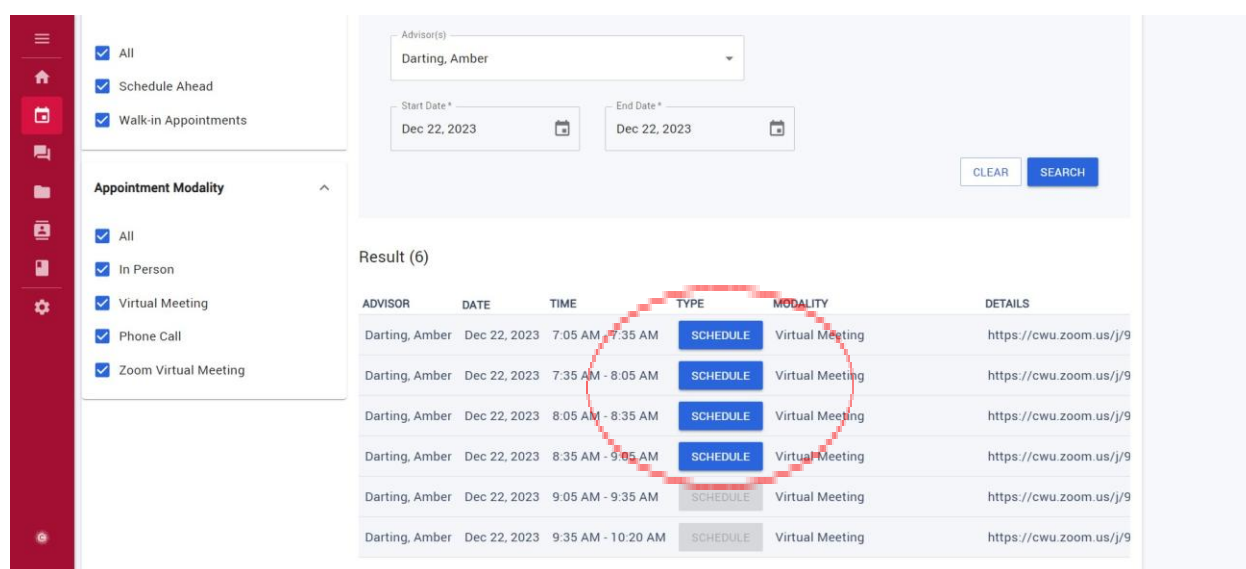
Step 3: Once you are logged into Inspire. On your dashboard, find the module/tile named “Connect”. In that tile, click on “Schedule Appointment”



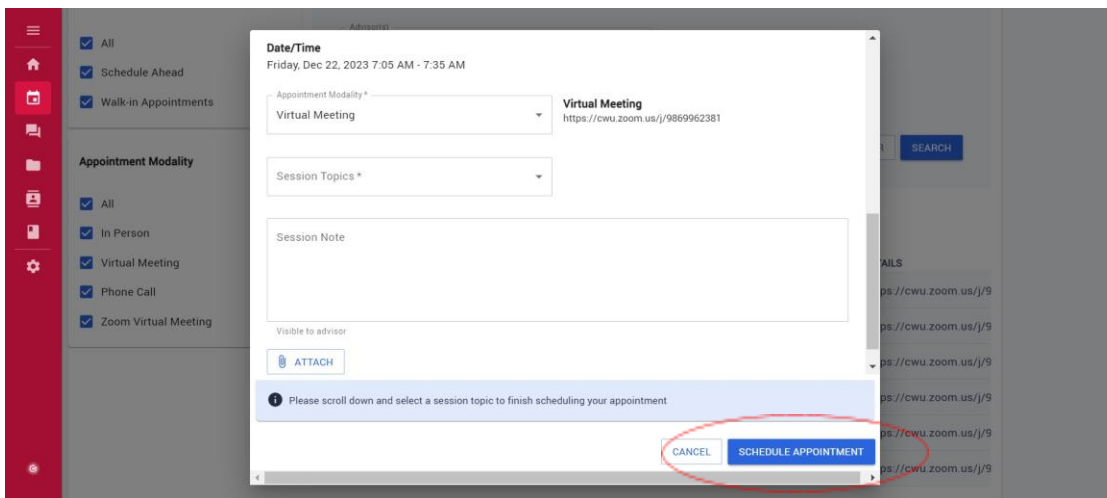
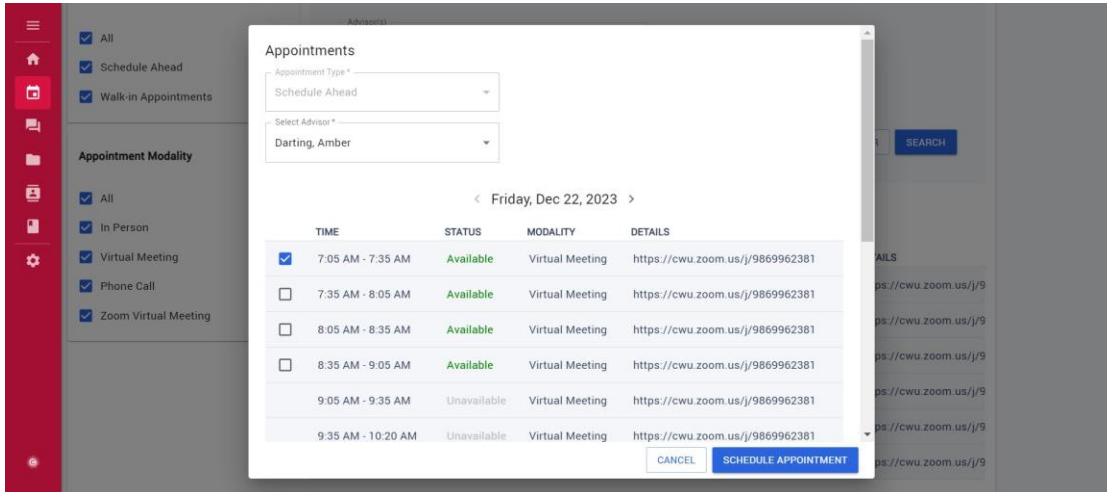
Step 4: Go to “Search Appointment” tab. Under the box named “Advisor”, find your advisor’s name from the drop-down menu. You may select the date range below that. On the left-hand side you have option to choose appointment type and modality of your preference. Then Click the button named “Search”.



Step 5: Click the blue button “Schedule” on the date and time of your choice



Step 6: Select the appointment time and then click “Schedule appointment” at the bottom right corner of the page. It will open a new pop-up window which will let students select more details of their appointment including modality, session topic and enter notes.



Step 7: If you switch to the “My appointments & Events” tab, it will now show your booked appointment.

The screenshot displays the CWU calendar interface. At the top, the CWU logo is on the left, and a user profile for 'Gracen (Student)' is on the right. The main header area includes 'Calendar', 'CALENDAR VIEW', 'MY APPOINTMENTS & EVENTS' (highlighted with a red circle), and 'SEARCH APPOINTMENTS'. A search bar is also present. Below the header, there are sections for 'Search Dates' (with 'Start Date' and 'End Date' fields) and 'Event Type' (with checkboxes for 'All', 'Events', 'Scheduled Appointment', and 'Walk-in Appointments'). The central area, titled 'My Appointments & Events (1)', contains a table with one appointment row (highlighted with a red oval). The table has columns for DATE, TIME, TITLE, MODALITY/LOCATION, and DETAILS.

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

Once the appointment is booked, the advisor and the student will get an email confirmation notification on their CWU outlook. This email will include the date, time and location of the appointment, session topic and session notes.