SCHEDULING APPOINTMENTS

NAVIGATION

- 1. Log in to <u>OneDePaul</u>.
- 2. Click Schedule an Appointment.



3. Locate the person you would like to schedule an appointment with by searching for their name in the search bar. You may also click the **Assigned** or **Teams** tabs to find individual advisors or teams who have been assigned to you. After locating the person you would like to meet with, click on the arrow in the box next to them.

	Schedule an Appoint	tment
Who would you	like to meet with?	
Q Search for	a person or team	
Recent Assig	rned Teams	
		All Topics 🔍
	CFG Adam Advisor Academic Advisor	\rightarrow
Office for Acad	lemic Advising - Transfer Students	
۲	Diane Biesecker Academic Advisor	Not Available

- 4. Choose the appropriate topic and sub-topic you wish to discuss.
- 5. Choose the time that best fits your schedule.
 - a. Note: You can also click on the date that is displayed and choose a specific date.
- 6. Next you can enter in a comment of specifics you would like to discuss with your advisor and finally confirm the appointment by selecting the location.

