Scheduling Appointments

Advisors are displayed under your Success Team on the right side of your OneDePaul portal.

# Navigation

1. Log in to OneDePaul
2. On the OneDePaul homepage, click **Make an Appointment**
3. Click **Schedule an Appointment**

Graphical user interface, application, Teams

Description automatically generated

1. Click the **Assigned** tab, then click on the arrow in the box of the advisor you wish to meet with.
2. Choose the appropriate topic and sub-topic you wish to discuss.
3. Choose the time that best fits your schedule.
   1. **Note:** You can also click on the date that is displayed and choose a specific date.
4. 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.

Graphical user interface, text, application

Description automatically generated