



Scheduling Appointments

1 Locate users in **Connections** or **Services**. Click the arrow next to their name, and select **Schedule**.

2 Select what you need help with or the main reason for the meeting.

3 Choose the day and time that works for you, based on the availability of the user's calendar.

4 Confirm your appointment details and tell us a little bit about what you would like to discuss in the meeting.

The screenshot shows the 'My Success Network' interface. At the top, there is a search bar for 'Search services and people'. Below this, a section titled 'How can we help?' contains 'Your Connections' with two entries: 'Jaime Instructor' and 'Ryan Advisor'. A dropdown menu is open for 'Jaime Instructor', showing options: 'Schedule', 'Email', 'Call', and 'View Profile'. Below this is 'Your Services' section. A second 'How can we help?' section shows a dropdown menu with 'Schedule' selected. To the right, a profile card for 'Christopher Advisor - Assigned' is visible. The 'Advising' section has three radio button options: 'Career/pre-professional', 'Current quarter schedule/concerns', and 'Graduation'. Below this is a calendar for 'September 2018' with the date '12' selected. To the right of the calendar are three time slot options: '9:00 am - 9:30 am', '9:30 am - 10:00 am', and '10:00 am - 10:30 am', with the last one selected. The bottom section shows 'Date and Time' as 'Monday, September 03, 10:00 am - 10:30 am' and 'Reason for Visit' as 'General Advising'. There is a text area for 'If you want, tell us a little bit about what's going on...' with the text 'I would like to meet with you to discuss...' entered.

- [Click here](#) for more information on BlueStar
- Visit the [Student Success website](#) to learn about the many resources that are available to help you succeed at DePaul