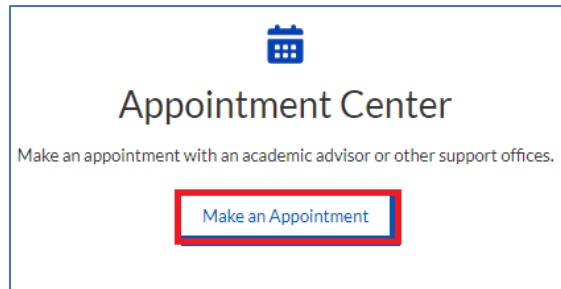


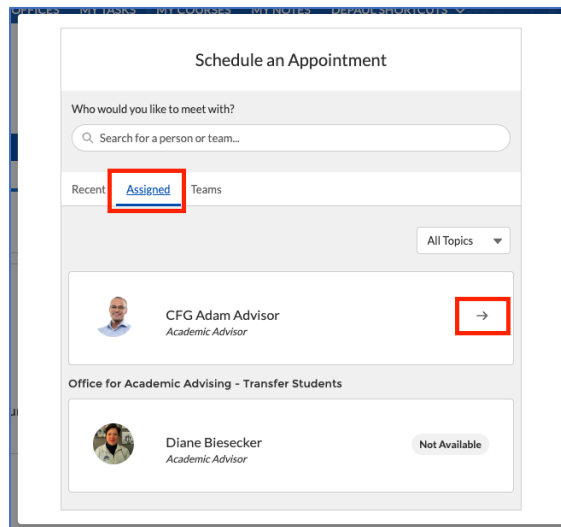
SCHEDULING APPOINTMENTS

NAVIGATION

1. Log in to [OneDePaul](#).
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.



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.

