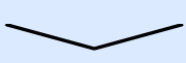


HOW TO

MAKE AN APPOINTMENT USING THE SSC



THE PROCESS



1. Log into your MyStetson and Click on "Stetson SSC" under the Resource tab



2. Click on the blue "Schedule a Meeting" button in the upper right hand corner

Schedule a Meeting

3. On the reason page, select what area and service you would like to schedule an appointment for

The screenshot shows a navigation bar with four steps: Reason, Location & Advisor, Time Select, and Confirm. The 'Reason' step is active. Below the navigation bar, there is a text prompt: "To help you get advising quickly, please tell us why you'd like to meet with an advisor." There are two dropdown menus. The first is labeled "Academic Success" and the second is labeled "Success Coaching". Below the second dropdown, it says "Choose from the following options and click Next."

THE PROCESS

4. On the LOCATION AND ADVISOR page, you will select the location of the service that you want and then can either search for all availability for individuals in that space during a particular time or specify who you would like to meet with.

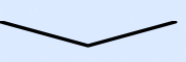
The screenshot shows a navigation bar with four steps: Reason, Location & Advisor, Time Select, and Confirm. The 'Location & Advisor' step is active. Below the navigation bar, there is a text prompt: "What location do you prefer?" with a dropdown menu showing "Hollis Family Student Success Center". Below that, there is another text prompt: "Which advisor? You may select more than one. If you don't have a preference, just click Next." with a search box containing "Distler, Aaron".



5. On the TIME SELECT page, you will be able to see all of the available appointment times for the service/space/person you selected. You can then select one of the times and click "next."

The screenshot shows a navigation bar with four steps: Reason, Location & Advisor, Time Select, and Confirm. The 'Time Select' step is active. Below the navigation bar, there is a header: "Appointment Times For The Week Of August 29". There are navigation buttons for "prev week" and "next week". Below the header, there is a grid of appointment times for the week of August 29 to September 2. The grid shows days (Mon, Aug 29; Tue, Aug 30; Wed, Aug 31; Thu, Sep 01; Fri, Sep 02) and times (Morning, Afternoon). The "Morning" slot for Thursday, Sep 01, is highlighted in blue and labeled "Morning 4 Available". Below the grid, there is a "Request Advising Appointment" button.

The Process



6. This will bring up a CONFIRM page. You are able to add comments to the appointment that can be seen by the person you selected an appointment with. You can also opt in to have an email or text message reminder sent shortly before the start of your appointment.

Click "Confirm Appointment"

The screenshot shows a navigation bar with four steps: Reason, Location & Advisor, Time Select, and Confirm. The 'Confirm' step is active. Below the navigation bar, there is a yellow banner: "Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete." Below the banner, there is a section titled "Appointment Details". It shows "Who: [redacted] with Aaron Distler" and "When: Tuesday, August 30 9:00am - 9:30am". Below that, it shows "Why: Success Coaching" and "Where: Hollis Family Student Success Center". There is also a section for "Additional Details" with "Peer Success Coach". Below the details, there is a text box for "Comments for your advisor..." and a section for "Would you like to set a reminder?" with buttons for "Send Me an Email" and "Send Me a Text".

