

Did I Student Instructions for Making an Appointment in AdvisorTrac

1. Go to <http://eadvisor.uhd.edu>
2. Select the center you are affiliated with: Academic Advising, CHSS Advising, or UC Advising



Figure 1. Student Options box showing "Search Availability" button
AdvisorTrac, 2013

3. Select advising center from the "Center" option drop down menu.

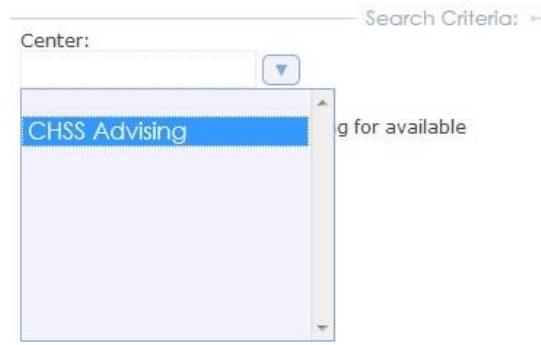


Figure 2. Search Criteria box showing Center field with drop down menu options
AdvisorTrac, 2013

4. Choose the date range to search for an appointment by clicking the calendar icon: **Note: you may not schedule an appointment sooner than 24 hours in advance and no later than seven days from the current date.**



Figure 3. "From" and "To" date range fields
AdvisorTrac, 2013

5. Choose a time range (optional)



Figure 4. Time slider to a range of time for appointment availability
AdvisorTrac, 2013

6. Choose a day (optional).



Figure 5. Selection of days of the week buttons showing “All” days, “None” or “M-F” Monday through Friday
AdvisorTrac, 2013

7. Click the “search” button.

8. Available times will display if there are appointments available based on your selected search criteria.

- Click an appointment time.

Note: if no appointments are displaying, try adjusting your search parameters for time, date, or advisor.

Thu 4/4/2013	Fri 4/5/2013
You may not book sooner than 4 days prior to the appointment.	
Marybelle Chaney 12:30 PM - 1:00 PM 1:30 PM - 2:00 PM 2:00 PM - 2:30 PM 2:30 PM - 3:00 PM	Ali Ferguson fergusonal@uhd.edu 8:30 AM - 9:00 AM 10:30 AM - 11:00 AM
Ali Ferguson fergusonal@uhd.edu 8:30 AM - 9:00 AM 9:00 AM - 9:30 AM 12:30 PM - 1:00 PM	Ann Tolsma tolsmaa@uhd.edu 8:30 AM - 9:00 AM <input type="button" value="Click to schedule"/>

Figure 6. Appointment Availabilities showing four advisor schedules
AdvisorTrac, 2013

9. In the “[Appointments Entry](#)” window, choose “Reason” if this field is available.

Student: Student's Name
Student's ID #

Staff: Reyna Romero

Appointment Info

Center: CHSS Advising

Reason: 00 Advising

Date: 4/5/2013

Time: 9:15 AM To: 9:25 AM

Created 00/00/00 at 00:00:00 by
Modified 00/00/00 at 00:00:00 by

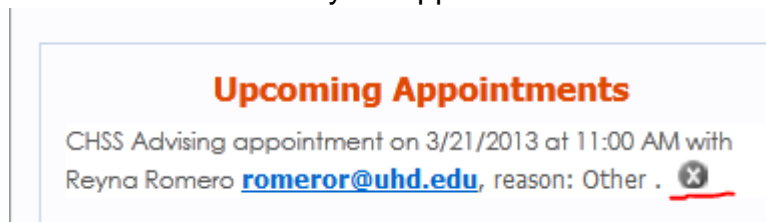
Save

Figure 7. Appointments Entry screen showing Appointment information
AdvisorTrac, 2013

10. Click the “Save” button to finish scheduling an appointment.
11. You will receive an e-mail in your gatormail account confirming your advising appointment.

To Cancel an Appointment

1. Log into eadvisor.uhd.edu.
2. Click the “X” to cancel your appointment.



2. Type in the reason why you are cancelling the appointment.
3. Click “[Confirm Cancellation](#)” button.
4. You will receive and e-mail in your gatormail account with your cancellation confirmation.