UHD Guide to Making Appointments

Where do I go? You can log into the desktop version to access this application online at (web address here)

Questions? Please email (UHD navigate help address)

Step 1: Select “Appointments” icon.
Step 2: Click on “Schedule an Appointment.”

Step 3: Click on Select.

Step 3.2: Select the type of appointment you would like to schedule.
Click on “Answer Next Question.”

**Step 3.3:** Select an option from the list.

Once selected, click on “Done for Reason.”

(Please review your center and reason before continuing next step)
**Step 4:** Click on **Select**, then select the advising center and person you would like to see. If you do not see your advising center listed, contact them directly.

(ATTENTION: selection options may vary based on your major.)
(Please **review** your Location and Staff before continuing next step)

**Step 5:** Select a *date and time* for your appointment from the available options.

![Appointment Scheduling](https://example.com/appointment-scheduling)

**Available Times**

Select a day and time.

<table>
<thead>
<tr>
<th>Sun 12 Jan</th>
<th>Mon 13 Jan</th>
<th>Tue 14 Jan (7)</th>
<th>Wed 15 Jan (15)</th>
<th>Thu 16 Jan (16)</th>
<th>Fri 17 Jan (18)</th>
<th>Sat 18 Jan (18)</th>
</tr>
</thead>
</table>

**Other Options**

- **View walk-in times**

**(ATTENTION:** Appointment selection options may vary based on your major and center. Walk-in times may appear as a list option, no appointment necessary)**
Step 6: Review your selections before confirming.

- Add comment(s) for advisor below, if needed.
- You may activate email/text reminders.
- Add phone number if text message option is desired.

Confirm

Academic planning
One Time Appointment

Tue, Jan 14
2:30 - 3:00 pm
Mikayel Yegiyan

Your Advising Center

Additional Details:
Test Notes. Please see me in S629K.

Anything specific you want to discuss?

Comments for your ...

Appointment Reminder
- Send email to “your gatormail here”
- Send text message

Add Phone number:
5551234567
**Step 7: Confirm appointment** to save your appointment next you will see a confirmation followed by a confirmation email or text: