

## Scheduling Appointments in Webster's Student Success Portal Students

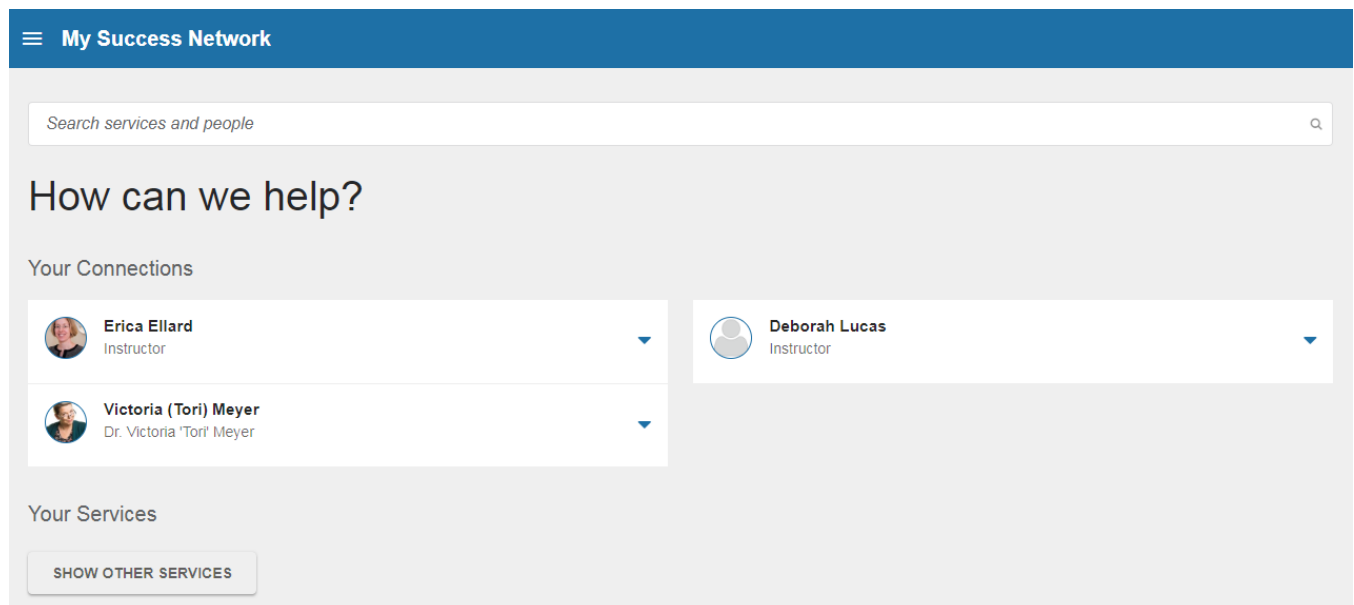
You now have options for online scheduling! You can schedule appointments directly with faculty and staff members through the Student Success Portal, which saves you and them time by eliminating the need to play phone tag or send multiple emails back and forth.

If you cannot find a scheduling option for a faculty or staff member, it most likely means that person has not yet set up online scheduling. We suggest sending that person an email and asking if you can schedule an appointment with them using the Student Success Portal.

### Scenario #1 – You're Trying to Schedule an Appointment with Someone in *Your Connections*

#### Step 1:

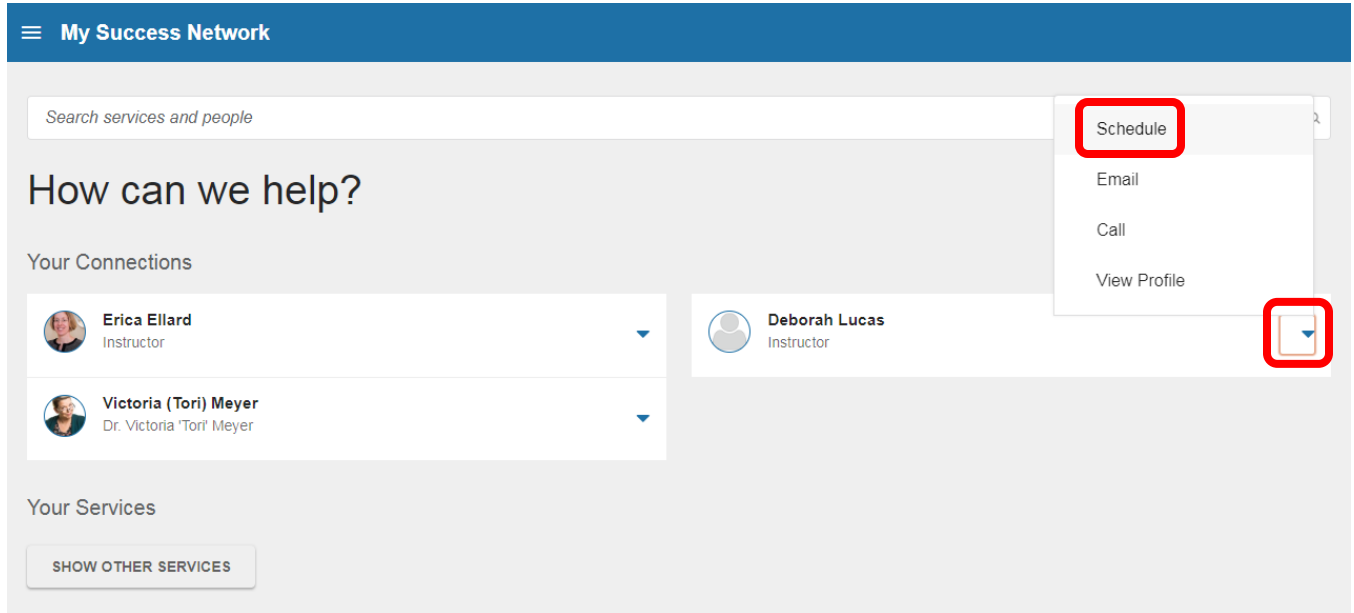
Log into the Student Success Portal. You should automatically be taken to your **My Success Network**.



The screenshot shows the 'My Success Network' interface. At the top, there is a blue header with a hamburger menu icon and the text 'My Success Network'. Below the header is a search bar with the placeholder text 'Search services and people' and a magnifying glass icon. The main content area is titled 'How can we help?'. Underneath, there is a section titled 'Your Connections' which displays two user cards. The first card shows a profile picture of Erica Ellard, her name 'Erica Ellard', and her title 'Instructor'. The second card shows a profile picture of Victoria (Tori) Meyer, her name 'Victoria (Tori) Meyer', and her title 'Dr. Victoria "Tori" Meyer'. To the right of these cards, there is another user card for Deborah Lucas, an Instructor. Below the 'Your Connections' section, there is a section titled 'Your Services' with a button labeled 'SHOW OTHER SERVICES'.

Step 2:

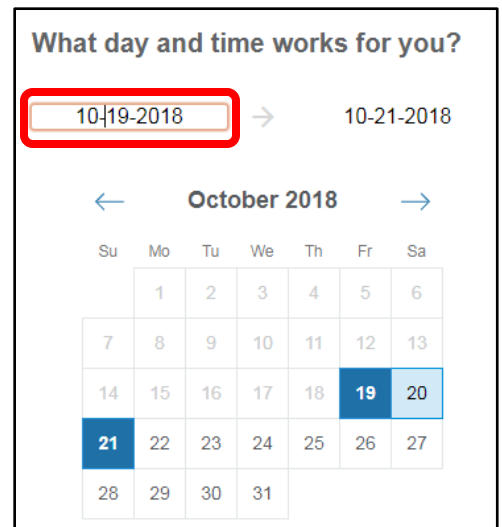
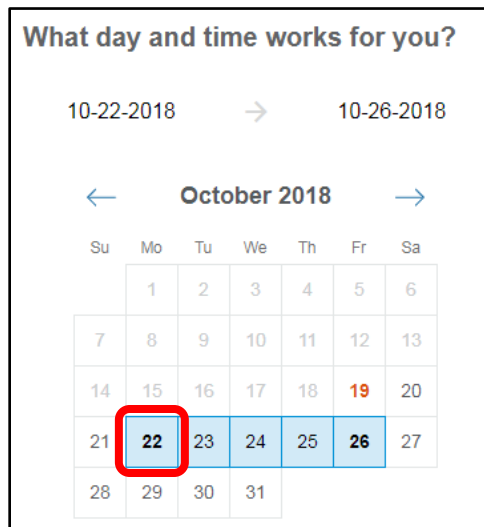
Click on the arrow next to the person's name. If the individual has enabled online appointment scheduling, you will have the option to *Schedule*.



Step 3:

Click *Schedule*, and work through the prompts. On the final page, be sure to double check all of the information. Include any notes about the meeting's purpose in the text box *If you want, tell us a little bit about what's going on so we can help.*

**Tip:** The calendar will automatically display the first few days (current date and next two, generally). To get availability for later dates, click first on the first date in the range. Then, click on the date of interest in the calendar. A new date range will display, and you may then continue with your selections.



Scenario #2 – You're Trying to Schedule an Appointment with No Direct Connection

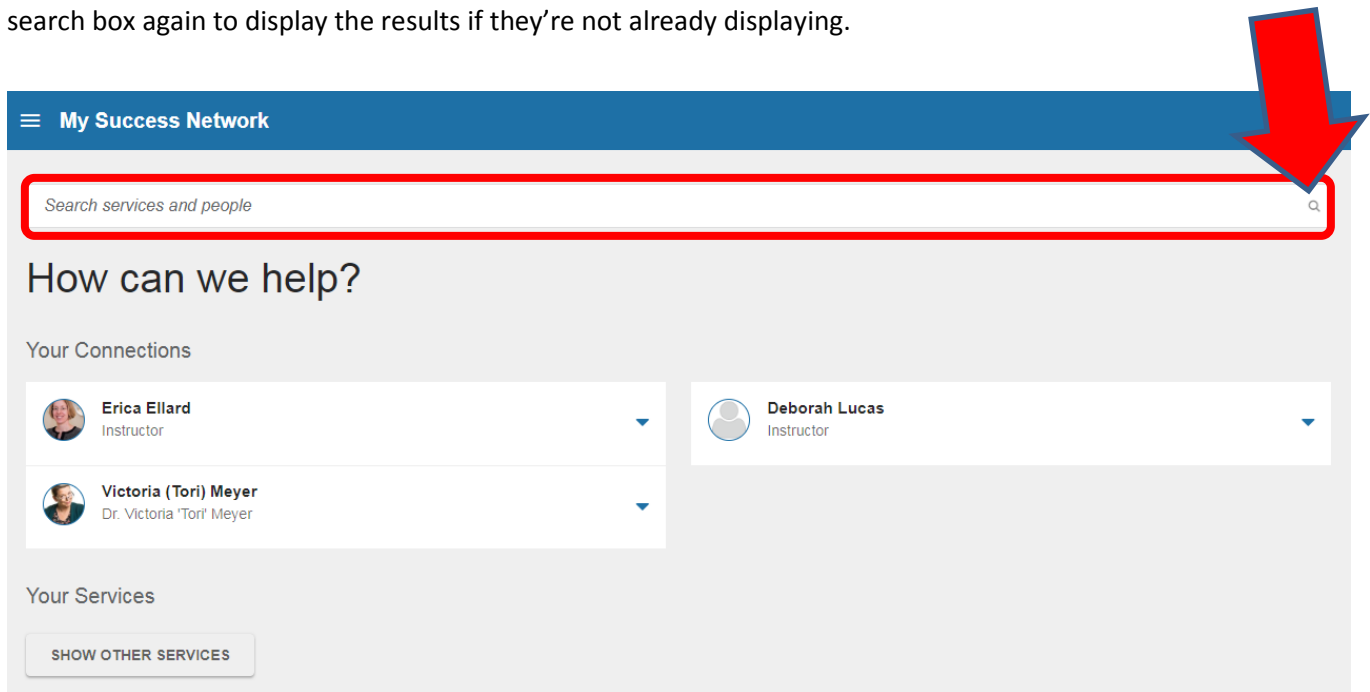
Step 1:

Log into the Student Success Portal. You should automatically be taken to your **My Success Network**.

Step 2:

Search for the service, the name of a person, and/or any topic or subject in which you're interested by clicking on the search box at the top of the page. Then, click on the appropriate service or person's name.

**Tip:** The search takes a little bit. Once the magnifying glass reappears at the right of the search box, click on the search box again to display the results if they're not already displaying.



Step 3:

Click on the Schedule Appointment button to proceed into the scheduling options. On the final page, be sure to double check all of the information. Include any notes about the meeting's purpose in the text box *If you want, tell us a little bit about what's going on so we can help.*



**Tip:** The calendar will automatically display the first few days (current date and next two, generally). To get availability for later dates, click first on the first date in the range. Then, click on the date of interest in the calendar. A new date range will display, and you may then continue with your selections.