How to Schedule an appointment with your advisor:

A. Accessing the System:

- Log into my.pitt.edu
- Choose the drop down menu for My Resources

- Click on A&S Student Advising. Be sure to read the introduction on this page.

- Click on Advising Appointment to schedule your appointment time.
B. Making your appointment:

- Click on Make Appointment

![Advising Appointment Menu]

- And then follow the directions:

![Search for Appointments]

- A list of Available appointments and their length will appear. Select the appointment you want:

![Appointment Search Results]

- This is the selected appointment.
• You will receive an Appointment Confirmation. On this screen, please confirm/enter your contact phone number. We will use this number to contact you if we need to. E-mails are sent only to your University e-mail accounts.

![Appointment Confirmation](image)

Please verify your CONTACT phone number, change as needed.

Phone Number  Extension
(412) 624-6003  

Your University Email Address
You@pitt.edu

• Continue  • Cancel

C. Confirmation:
• The following message will appear. You can print this screen if you would like a receipt. An e-mail will also be sent to your Pitt e-mail account.

![Confirmation Message](image)

You have scheduled an academic advising appointment with:

Your Advisor on Thursday, January 10, 2013 at 3:30 PM

Reminder: Keep in mind that advising appointments last approximately 30-45 minutes.

Thank you for using the eSARS scheduling system. If you need to reschedule your appointment, you will need to log back in and cancel your initial appointment before being able to schedule a new one.

If you desire a Receipt, please PRINT before closing.

Close this window
Here is an example of the e-mail you will receive.

From: as-advisingfrontdesk@mail.pitt.edu
Sent: Wednesday, January 02, 2013 1:07 PM
To: Scheduling Student
Subject: A&S Appointment Confirmation

This is a Receipt for your Advising appointment.

Advisor: Your Advisor
Date: Thursday, January 10, 2013
Time: 3:30 PM
Length: 30 minutes
Location: 274 Thackeray Hall

D. Changing your appointment:
   - You are limited to one appointment at any one time. If you need to change your appointment, choose View or Cancel Appointments:
• You will be asked to confirm the cancellation twice, once from the webpage and again from the system. Click OK and then Continue to Cancel.

![Message from webpage](image)

- Please select Continue to Cancel

- Once you have cancelled your appointment, the advising appointment menu will return and you will be able to make another appointment.

![Advising Appointment Menu](image)

- Once you have finished using the system, be sure to Logout.

![You have successfully ended your eSARS session.](image)