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](image)

- And then follow the directions:

  ![Search for Appointments](image)

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

  ![Appointment Search Results](image)

- 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)

**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.

![Appointment Reminder](image)
• 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:

Advising Appointment Menu
Please select the desired option

The maximum number of appointments have been scheduled

Make Appointment

View or Cancel Appointments

View Appt. History

Logout

Current Appointments

<table>
<thead>
<tr>
<th>Cancel</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>1/10/2013</td>
<td>Thursday</td>
<td>3:30:00 PM</td>
<td>Your Advisor</td>
</tr>
</tbody>
</table>

Go Back
• 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.

  ![](image1)

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

  ![](image2)

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

  ![](image3)