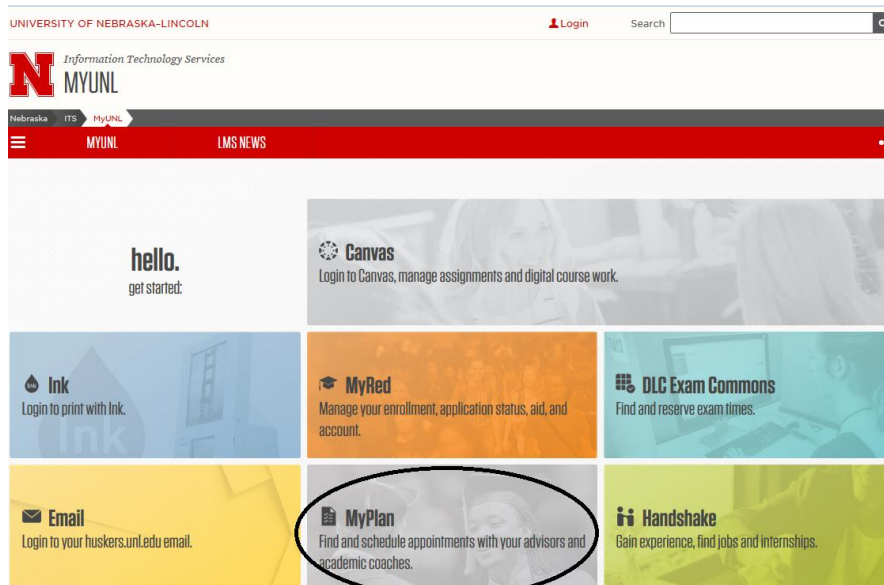




Scheduling an Appointment through MyPLAN

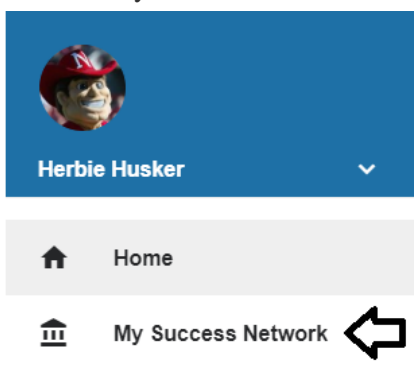
The following outlines the steps to schedule an appointment through MyPLAN. You are able to schedule appointments with Academic Advisors as well as with other resources available to you on campus. You will receive an email confirming the details of your appointment after you have scheduled the appointment. Please note that not all advisors and resources have the ability to schedule online.

1. You may log into MyPLAN in two ways:
 - a. directly through my.unl.edu



- b. Or through Canvas through <http://my.unl.edu>
2. If accessing MyPLAN through Canvas, once logged into Canvas, you should click on Account -> Settings -> MyPLAN on the left side of the screen.

3. Once in MyPLAN, click on this icon at the top left portion of the screen
4. Click on My Success Network



5. Under 'My Success Network,' you are able to see your Academic Advisor and other resources. You can also use the search box for your advisor or other resources.

The screenshot shows the 'Services' section of a user interface. At the top is a blue header with a hamburger menu icon and the text 'Services'. Below this is a search bar with the placeholder text 'Search services and people'. The main content area is titled 'How can we help?' and features a section for 'Your Connections' with a card for 'Wendy O'Connor, Academic Advisor'. Below that is a 'Your Services' section with two cards: 'Career Services' and 'First-Year Experience & Transition Programs'. The 'Career Services' card includes a description: 'Career Services works with students from all colleges and majors. From your first year at UNL to graduation and beyond, we help you make major and career decisions, gain experience and pursue your career or further education. Our staff includes career advisers, coaches and specialists.'

6. Click on the Office or Person you wish to schedule an appointment with. This will give you more information about the specific office or person.


This block contains two screenshots. The left screenshot shows a profile card for 'Wendy O'Connor, Academic Advisor' with a dropdown menu open. The menu options are 'Schedule', 'Email', 'Call', and 'View Profile'. A black arrow points to the 'Schedule' option. A red arrow points to the dropdown arrow icon. The right screenshot shows the 'Career Services' page with a description and two buttons: 'SCHEDULE' and 'CALL'. A black arrow points to the 'SCHEDULE' button.

7. Click on the type of help you need. In most cases, there will only be one initial option.

The screenshot shows the 'Schedule Appointment' page. It has a blue header with a hamburger menu icon and the text 'Schedule Appointment'. Below the header is a profile card for 'Wendy O'Connor, General Advisor'. Underneath is a section titled 'What do you need help with?' with a dropdown menu. The dropdown menu is open, showing 'Advising' as the selected option, with a red arrow pointing to it.

8. Select the specific information you want to discuss in your meeting (you may only select one type). Once you select the time, click continue

Schedule Appointment

 **Wendy O'Connor**
General Advisor

What do you need help with?

Advising

Change of major/minor


Current Grades and Classes

Future and Graduation Planning

Other - Specify below

Priority registration/ Next term scheduling

Probation/Dismissal

[CANCEL](#)  [CONTINUE](#)

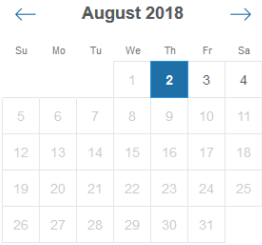
9. Select the date range that you would like to schedule an appointment for. Note that some days that person may not have availability. Once you have selected the dates you would like to view, the times that are available for an appointment will appear on the right-side of the screen. Select the time and push continue.

What day and time works for you?


08-02-2018 → 08-04-2018

Friday, August 03 1 available

11:00 am - 11:30 am
111 Manter Hall 30m



Show group meetings

[BACK](#)  [CONTINUE](#)


- 10.** Confirm that the information is correct for the appointment you are about to schedule. To help the staff member better understand the information you want to cover in the meeting, you may type additional information in the bottom right portion of the page. Once you have verified the information is correct, select confirm.

Does this look correct?

Date and Time Friday, August 03 11:00 am – 11:30 am	Reason for Visit Change of major/minor Change
Location 111 Manter Hall The Biology Advising Office is on the first floor of Manter Hall by the student hub area.	Course Add a course

If you want, tell us a little bit about what's going on so we can help

Type additional details about
your appointment here

[BACK](#)  [CONFIRM](#)

- 11.** You will receive an email confirmation of your appointment as well as email reminders for the appointment.