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.

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.

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

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.
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.

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