# 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 though my.unl.edu
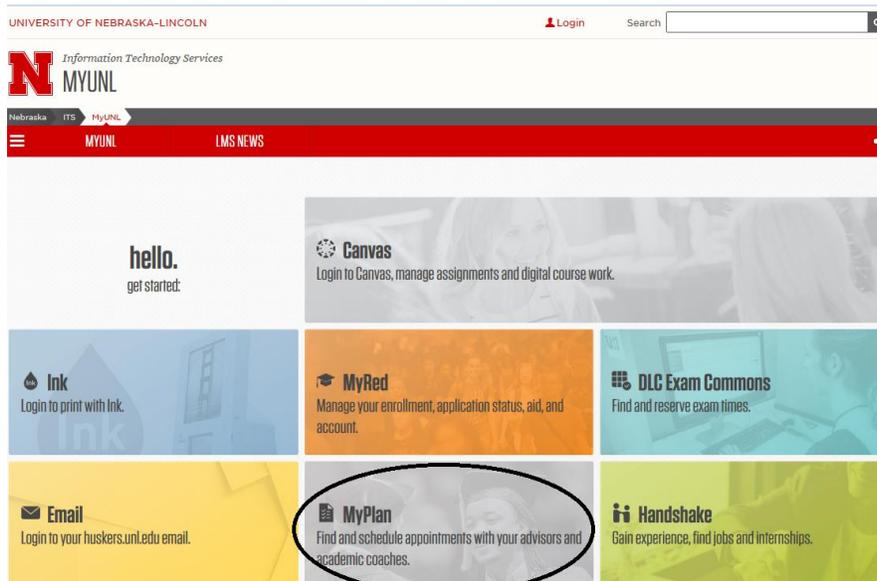

   b. Or through Canvas through http://my.unl.edu
2. If accessing MyPLAN through Canvas, once logged into Canvas, you should click on Account -> Settings -> MyPLAN on the left side of the screen.

3. Once in MyPLAN, click on this icon at the top left portion of the screen
4. Click on My Success Network
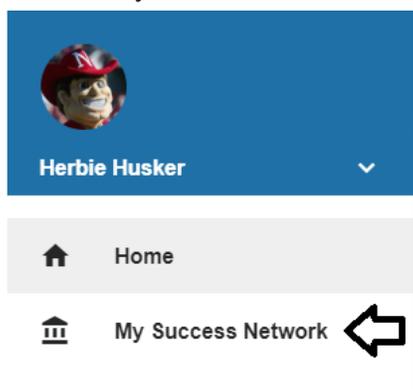
5. Under 'My Success Network,' you are able to see your Academic Advisor and other resources. You can also use the search box for your advisor or other resources.

6. Click the triangle beside the name of the person you want to schedule an appointment with, and then select **Schedule**.

   For Services where appointments are available, select **Schedule** for the desired service. If you wish to schedule a meeting with a specific person within a service, click on the Office you wish to schedule an appointment with and select the individual person.
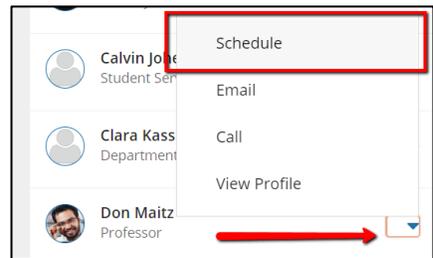
7. Click on the type of help you need. In most cases, there will only be one initial option.
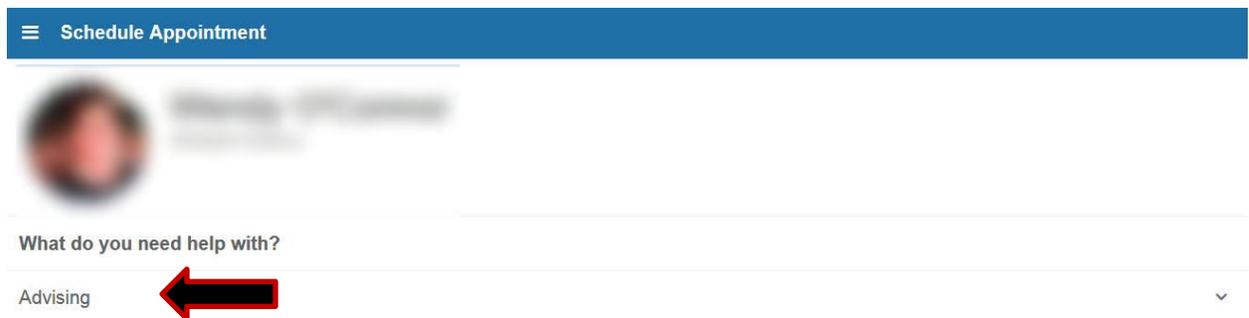
8. Select the specific information you want to discuss in your meeting (you may only select one type). Once you select the time, click continue
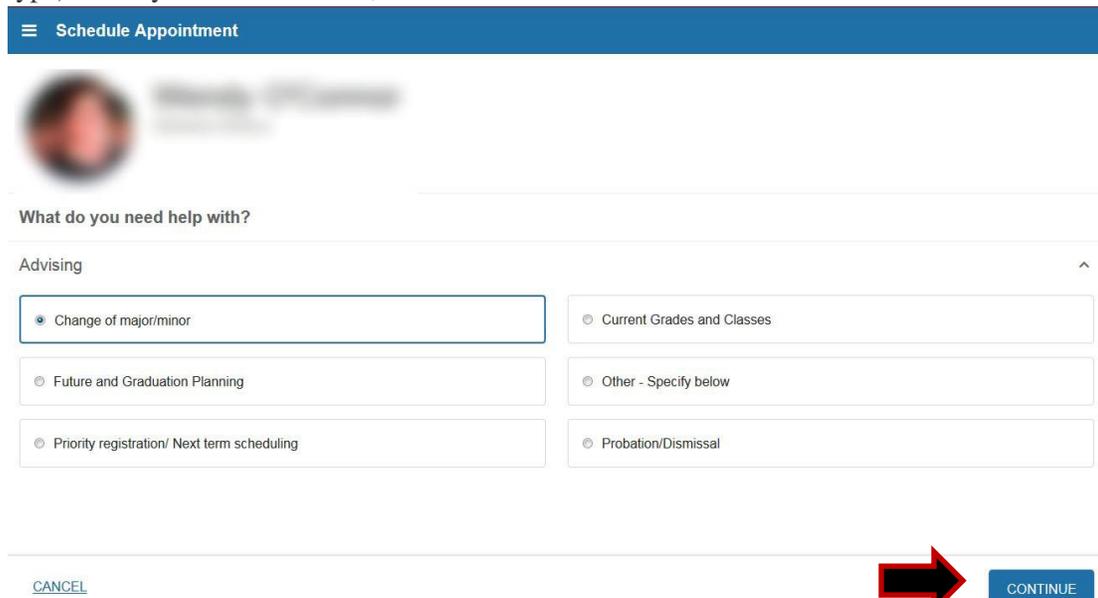
9. Adjust the date range as needed to find days and times that work for your schedule, and then select a time from the list. (note that the calendar defaults to the next 21 days. If you want to schedule beyond 21 days, you need to adjust the end-date). Note that some days that person may not have availability. 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. If you want to view when a person has walk-in availability, you would need to look at that service provider's profile page.

What day and time works for you?

08-02-2018 → 08-04-2018

Friday, August 03   1 available

← **August 2018** →

Su	Mo	Tu	We	Th	Fr	Sa
			1	**2**	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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

☑ Show group meetings

BACK   CONTINUE

10. Complete your sign up by adjusting any details, such as duration or course, where applicable, and add a description for why you want to meet.

11. Click **Confirm** to finish scheduling the appointment. You will get an email with the appointment details and the appointment will be listed on the **Upcoming** tab.

Does this look correct?

Date and Time
Friday, June 01
09:45 – 10:00 am
Change duration

If the provider allows variable appointment duration, you would click here to adjust the duration of the appointment

Location
My Office
Knock once and enter

Reason for Visit
Review exam or quiz   Change

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