How to Use ISUAppointments within AccessPlus to Schedule an Academic Advising Appointment.

**Step 1:** Click on the “Request Appointment” button.

**Step 2:** Identify the primary topic you would like to discuss with your academic adviser. *(Special note: Students scheduling a meeting with advisers in the College of Design should select College of Design Advising which is after the numbered options.)*
Step 3: Select the location/program where you want to meet with an adviser. You can scroll to look for advising for your major—However, a quicker option is to start to type in the box. You can type your major (e.g. Mech – will bring up Mechanical Engineering location) or the first letter of your college.

Step 4: Select your adviser. Your assigned adviser should be at the top of the list of advisers for that location.
Step 5: If your adviser has times available for advising appointments, you will see blocks of times where your adviser is available. Select one of those time blocks to see the specific times that are available. Select the time you want for your appointment.
Step 6: Share with your adviser any additional information about the reason for your meeting in the box at the bottom left. Also, note that main office number is listed for each department. Check the additional details section for any additional information about where to meet your adviser and/or information your adviser requests you share in the additional information box below. You should choose whether you want to receive an email or text reminder the morning of your appointment. When finished, confirm your appointment by selecting the “Confirm Appointment” button.

After you have clicked “Confirm Appointment” you can exit the browser, or click “Back to Home.”

You will receive a confirmation email in your ISU email account with details of your appointment. Your appointments will also show up on your ISUAppointments home screen in Access Plus.
Option to ‘Request’ an Appointment rather the Directly Scheduling a Time.

There are some situations where you may not be able to directly schedule an appointment with an adviser, but you can send a request to the department asking them to schedule you for an appointment. Reasons you may end up requesting an appointment rather than scheduling an appointment directly through the system:

- Your academic adviser doesn’t have any available times listed in the system that fit your schedule.
- You are wanting to meet with someone who is not your assigned adviser (e.g. you want to meet with an adviser in another department to explore a new major or minor).
- In some departments, a departmental staff member manages advising calendars and can assist you in scheduling those appointments via the system request.

Step 1: Request Advising Appointment -- to send a request for an appointment, after selecting the “Reason” and “Location/Advisor” (described in the scheduling an appointment section), select the “Request Advising Appointment” button.
**Step 2:** In the “I’m Available On” box, enter the adviser you want to meet with, the reason you are requesting the meeting and as many open times as you can when you could meet with an adviser in the next week or two. The more times you provide the easier it will be for the department to find an appointment for you.

**Step 3:** Review what you have entered and send the request.
Cancelling an Appointment

You can use this process whether you scheduled your appointment directly through the system or using the ‘request’ an appointment. If you need to cancel, please do so as early as possible so that other students would have access to that time. You can not ‘cancel’ the appointment, if the appointment is scheduled to start within 15 minutes of the time you are attempting to cancel.

Step 1: Select the appointment in the Upcoming Appointments section.

Step 2: Select the Cancel My Attendance button and provide information on reason for cancelling and any other notes you want your adviser to see related to the cancellation.