## **New Student Information System – Scheduling Advising Appointments**

IMPORTANT: To access the Student Information System, you need to set up an MSU Two-Factor Authentication account (if you haven't done so previously). Visit the <u>MSU Two-Factor Authentication</u> website for more information.

- To make an appointment, go to <a href="https://student.msu.edu">https://student.msu.edu</a>
- Select Academic Progress tile
- Click the tab on the left, labeled <u>Advising/Tutoring Appointments</u>
- Click Create a New Appointment in the upper right corner

		Academic Progress		ଜ :
▲ Upgrade Notice	New Appointment (	)		
Advising/Tutoring Appointments	Begin Category Advising Advising/Tutoring Unit	Advisor	Schedule	Completel
	College of Arts & Letters Advising Appointment Reason	Look up Appointment Resson (Alt+5)		~
javascript:pAction_win0(document.win0,'SCI_A	PPT_TRNDTL_SCI_APPT_REASON\$prompt\$0');			

- For the category select <u>Advising</u>
- For the Advising/tutoring unit select <u>College of Arts & Letters</u>
- Appointment reason select your major (Experience Architecture, Prelaw, etc.)

\*You must click on the **magnifying glass icon** and scroll until you find your applicable major or minor, you cannot type in your major/minor here

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Students	Cancel	Leaderp			ଜ	:
🛦 Upgrade Notice	Search Criteria					
Advisors	✓ Search Results					
Advising/Tutoring Appointments		D2	67 rows			
Appointments	Appointment Reason 🜣	Description 🗘				
	0014	Apparel & Textile Design				~
	0017	Arabic				~
	0018	Arabic- Minor				
	0019	Art, Studio				
	0020	Art Education	1			
	0021	Art Hist and Vis Culture Major				
	0023	Art Photography minor				
	0024	Arts & Cultural Mgt (minor)				
	0045	Chinese				
	0046	Chinese- Minor				
Javascript:toggleGroup('win0divPTLAYOU'	T_SEARCHR_GROUPBOX5', PTLAYOUT_SEARCHR_GROU	UPBOX5');				

- Appointment duration will populate
- Fill out Additional Information to allow advisor to know the reason of appointment
- For appointment type select <u>Zoom or Phone</u>
- Click <u>Select Advisor</u>

✓ Students	Academic Progress	ଜ	:
🔥 Upgrade Notice	Refresh Availability (Sorry, this can take time to load)	Return to Main page	e _
Advisors Advising/Tutoring Appointments	Advisor/Tutor Katelynn Rendl         Location Virtual Location rendikat@msu.edu         12/07/2020         Monday         Time selected       Choose Time (EST)         Setect Time         12/09/2020         Time selected       Choose Time (EST)         Setect Time         12/09/2020         Wednesday         Time selected         Choose Time (EST)         Setect Time         12/09/2020         Wednesday         Time selected         Choose Time (EST)         Setect Time         12/09/2020         Wednesday         Time selected         Choose Time (EST)         Setect Time         12/09/2020         Wednesday         Time selected         Choose Time (EST)         Setect Time         Setect Time         2/09/2020         Wednesday         Time selected         Choose Time (EST)         Setect Time         Setect Time         Choose Time (EST)         Setect Time         Setect Time         Choose Time (EST)         Setect Time	Next Doys >	

• Click on time selected drop-down menu to view available times

- Click on Select Time to confirm appointment
- Finally, click Book It! (a confirmation email will be sent)

Begin	Advisor	Schedule	Complete!
Category			
Advising			
dvising/Tutoring Unit			
College of Arts & Letters Advising			
ppointment Reason 0103 Q			
ppointment Duration			
30 Minutes			
Additional Information (required)			
To talk about Spring schedule and courses			
ppointment Type			
Zoom Appointment			
kdvisor Katelynn Rendi ocation Virtual Location rendikat@msu.edu mail rendikat@msu.edu			
https:			
ate 12/07/2020 Begin 9:00AM EST End 9:30AM EST Book it Return to Select Advisor			
	ht and	Schedule	