

Instructions for making an advising appointment through the SSC

1. Login with K-State eID and password
2. Click the blue bar on the right that says "Schedule an Appointment"
3. Select "Advising at K-State"
4. Select Service: for most of you that is "Advising – Virtual"
5. Pick a Date (no earlier than a week prior to being able to enroll – check KSIS first!)
6. Click "Find Available Time"
7. Under the Location, click your Advisor's Name
8. It will then give you available times for that date as well as available times for the days following the date you picked
9. Select an Appointment Day & Time
10. Provide any comments in the "Would you like to share anything else?" block
11. Confirm if you want an Email Reminder
12. Confirm if you want a Text Reminder
13. Click "Schedule"
14. You will receive an e-mail that lets you know you have a confirmed appointment