1. Ensure that you are using Google Chrome as the internet browser.

2. First time users must register and provide the following information: name, best contact number, and email address (ensure the email address is correct). Once you have registered, you do not need to register again. To book future appointments, you only have to enter your email address to log in.

3. After registering, click the click here link to proceed.

4. Select department:
   a. Patricia Sindle – Advising (Business Administration, General Studies, Paraprofessional Educator, Teacher Education, Undecided)

5. Select Available Appointment: Advising/Counseling

6. Select the desired date from the calendar.
   a. The dates/times showing as available are the only dates/times available to schedule an advising session. The online schedule reflects the schedule of the selected Advisor.

7. After selecting the date from the calendar, the available appointment times will appear on the right.

8. Select the desired appointment time.

9. Your appointment details will appear. You can enter any special instructions needed. If there are none, click finalize appointment and your appointment will be sent to your advisor for confirmation.

10. Your appointment is not complete until you click finalize and you receive a confirmation email.