Scheduling Appointments in Symplicity

Which offices can I schedule an appointment with?
- Career Readiness Center (careercenter@unthsc.edu)
- Center for Academic Performance (CAP@unthsc.edu)
- International Services (international@unthsc.edu)
- Office of Care and Civility (OCC@unthsc.edu)
- Office of Disability Access (ODA@unthsc.edu)
- Office of Student Development (studentdevelopment@unthsc.edu)

How to log in and schedule.
1. Log in to https://unthsc-insight.symplicity.com; select the “Student” button and then use your EUID and password to log in.
2. Click on “Appointment” in the left navigation bar.
3. Click the “Request New Appointment” button at the bottom of the page.
4. Select “Choose…” under the Type.
5. Select which office and then the reason you want to make an appointment. Then click “Done.”
6. Narrow down your search using the Date Range and Time Range.

7. Select a location. Appointments can be done in-person at the Student Service Center or virtually via Zoom.

8. You can select a particular staff member or leave blank to find the earliest possible appointment.

9. On the right, you will see the availability for each staff member and the times they are available. Select the staff member and time by clicking on the corresponding staff name. Example below shows selecting a time at 11:15 AM.

10. Next, a window will come up with the appointment details and a space for you to provide a reason for your appointment.

11. Once you have entered the reason for your appointment, scroll to the bottom and select “Submit Request.”

12. You will receive a confirmation email with the details of your appointment.