Scheduling an appointment in GradesFirst using Service Based Advising

Go to https://unthsc.gradesfirst.com
You will use your EUID (ABC123) and password to log in.

1. After logging in you will see your Student Home Screen. In the upper right hand corner is the “Get Advising” button. Click this button to schedule an appointment.

2. The next screens will walk you through scheduling an appointment.
3. First select the purpose of the appointment.

Click the arrow to select why you want to schedule an appointment.
4. Next select the person you would like to schedule the appointment with.

Click here to select an available advisor. Not all advisors are available for all needs.
5. You will then select the date and time you would like to schedule the appointment.
   a. In this example there are no appointments available and you would need to click the arrow for the next week.
   b. The next week will show you more available times. Select either morning or afternoon for a time. And then select the time you want.
6. After you select a time you should see a preliminary detail of your appointment request.
   a. You should enter any comments regarding your appointment. For example: you may want to meet for test taking skills or study skills. The more information you give us the more prepared for the appointment we can be.
   b. You can also select if you want to be reminded with an email the morning of your appointment.

1. Enter a detailed description of why you want to meet or what you want to discuss.

2. Click here to have a reminder email sent to you.

3. Click Confirm Appointment.
7. After entering all the information and confirming appointment, you will see a screen that you have successfully scheduled your appointment. You should receive a confirmation email as well. You can then create another appointment, view your calendar, or go to your home screen.