

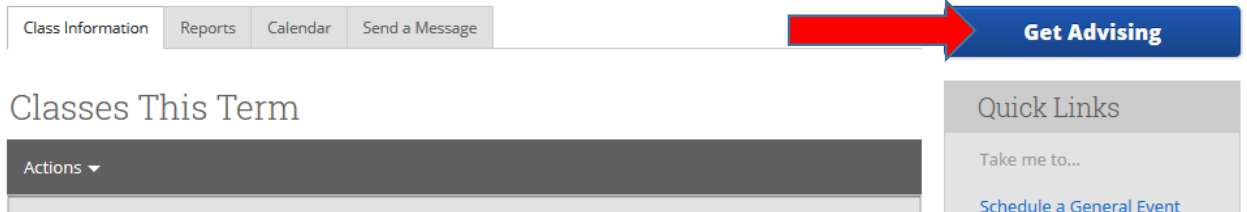
Scheduling an appointment in GradesFirst using Service Based Advising

Go to <https://unthsc.gradesfirst.com>

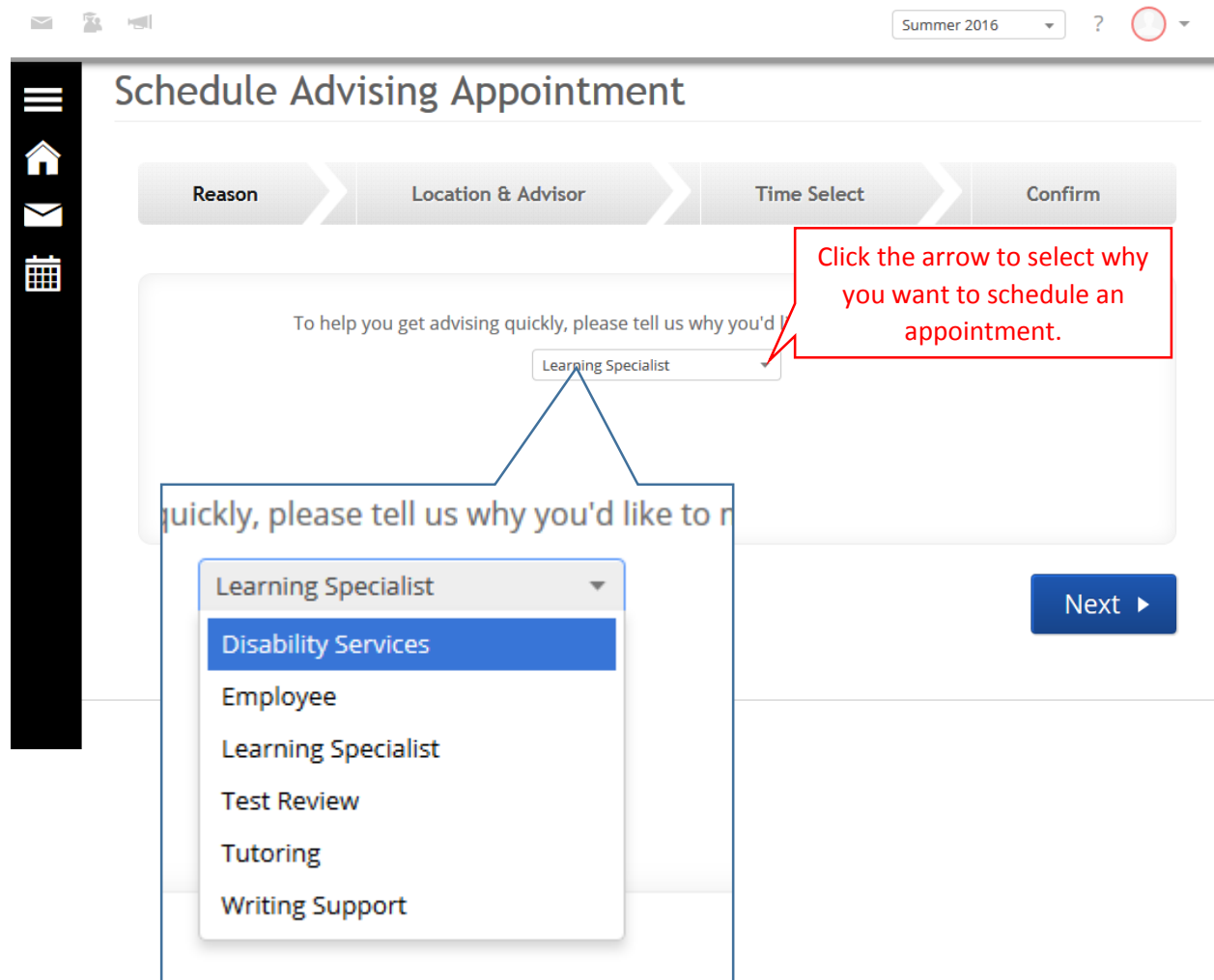
You will use your EUID (ABC123) and password to log in.

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.

Student Home



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



4. Next select the person you would like to schedule the appointment with.

Summer 2016

Schedule Advising Appointment

Reason > Location & Advisor > Time Select > Confirm

What location do you prefer?
CAP Front Desk/Main Office

Which advisor? You may select more than one.
If you don't have a preference, just click Next.
Any Advisor

Click here to select an available advisor. Not all advisors are available for all needs.

advisor? You may select more than one.
If you don't have a preference, just click Next.

- Clark, Kristina (Your Advisor)
- Kemp, Katy (Your Advisor)
- Bass, Sean (Your Advisor)
- Boggs, Jillian (Your Advisor)
- Mosley, Peter (Your Advisor)

Back Next

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.

Schedule Advising Appointment

Reason > Location & Advisor > Time Select > Confirm

prev week < Appointment Times This Week next week >

Mon, May 23	Tue, May 24	Wed, May 25	Thu, May 26	Fri, May 27
				Morning N/A
				Afternoon N/A

Back Next

- 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.

Summer 2016 ?

Schedule Advising Appointment

Reason > Location & Advisor > Time Select > Confirm

prev week < Appointment Times For The Week Of May 30 next week >

Mon, May 30	Tue, May 31	Wed, May 31	Thu, May 31	Fri, May 31	Sat, May 31	Sun, Jun 03
Morning N/A	Morning 4 Available	Morning 4 Available	Morning 4 Available	Morning 4 Available	Morning 4 Available	Morning 4 Available
Afternoon N/A	Afternoon 6 Available	Afternoon 6 Available	Afternoon 6 Available	Afternoon 6 Available	Afternoon 6 Available	Afternoon 6 Available

Tue, May 31

Close

10:00am

10:30am

11:00am

11:30am

Back Next

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.

The screenshot shows a web interface for scheduling an advising appointment. At the top right, there is a dropdown menu set to 'Summer 2016' and a help icon. A navigation bar contains four steps: 'Reason', 'Location & Advisor', 'Time Select', and 'Confirm'. A yellow message box states: 'Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.'

The main section is titled 'Appointment Details' and contains the following information:
Who: Dishani Maheshbhai Shah with Kristina Clark
When: Tuesday, May 31 10:00am - 10:30am
Why: Learning Specialist
Where: CAP Front Desk/Main Office

Below this is the 'Additional Details' section with two prompts:
1. 'Is there anything specific you would like to discuss with Kristina?' with a text input field labeled 'Comments for your advisor...'.
2. 'Would you like to set a reminder?' with two buttons: 'Send Me an Email' and 'Send Me a Text'.

At the bottom, there is a 'Back' button and a 'Confirm Appointment' button. Three red callout boxes provide instructions:
1. Points to the text input field: '1. Enter a detailed description of why you want to meet or what you want to discuss.'
2. Points to the 'Send Me an Email' button: '2. Click here to have a reminder email sent to you.'
3. Points to the 'Confirm Appointment' button: '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.

Summer 2016 ?

Schedule Advising Appointment

Reason Location & Advisor Time Select Confirm

Success! Your Appointment Has Been Created

Appointment Details

Who: Dishani Maheshbhai Shah with Kristina Clark
Why: Learning Specialist
When: Tue May 31, 2016 10:00 am - 10:30 am
Where: CAP Front Desk/Main Office

What would you like to do now?

[Create Another Appointment](#)
[View My Calendar](#)
[Go Home](#)

Appointment Details