Quick Reference for Purdue Promise Students
Requesting an Appointment with a Purdue Promise Coach

- Login in to BoilerConnect (https://purdue.campus.eab.com) using your Purdue username and password.

- On the far right side of your Student Home screen, click on the blue Get Advising button:

![Get Advising button](image)

- On the Schedule Advising Appointment screen, select why you would like to meet with a Purdue Promise coach (advisor). From the drop-down menu, select Purdue Promise:
In the next drop-down box, provide additional detail on the reason for your request to meet with a Purdue Promise Coach.

Choose from the following options and click Next.

Notes about meeting types:
- **Request Only**: Meet with the Purdue Promise Program coordinator and/or assistant directors (your coach’s supervisors).
- **Required Coach Meeting – 30min**: Your coach requested a meeting for 30 minutes.
- **Required Coach Meeting – 45min**: Your coach requested a meeting for 45 minutes.
- **Required Coach Meeting – 60min**: Your coach requested a meeting for 60 minutes.
- **Drop-in Coach Meeting**: You need to schedule an additional meeting with your coach (outside of required meetings, or because you are not required to meet but need assistance).
- **STAR Make-up Meeting**: You are an incoming Purdue Promise student that missed signing your contract at STAR.
- **GS 197 Make-up Meeting**: You missed GS 197 class and need to make up class with your instructor/coach.
- **GS 405 Make-up Meeting**: You missed GS 405 class and need to make up class with your instructor.

Click on **Next**.
• Select your coach from the drop-down box.

• Select the **Appointment Time**. If none of the available times for the week being displayed will work with your schedule, click on the arrow in the blue icon to move to the next week’s list of available times.

• To schedule the time, click on any of the buttons directly under the date column for the date you would like to schedule the appointment for. A drop-down box will appear that will give you the list of available times.
• Highlight the time you would like to schedule for the appointment, then click Next.

• On the Schedule Advising Appointment screen, review the Appointment Details. If there is anything else you would like to include in order to help your coach prepare for your appointment, enter it in the Additional Details box.
• You can request a reminder email and/or text to be sent to you. In selecting Text, make sure you enter your phone number in the second box.

• Click on Confirm Appointment.
• BoilerConnect will send you a confirmation email and/or text confirming your appointment. It will also send you an email reminder the morning of the appointment and/or a text message reminder one hour prior to the appointment.

• Your appointment will now appear on your Student Home page under the Upcoming Appointments section on the right side of the screen.

QUESTIONS?
Contact information for Purdue Promise Coaches can be found at www.purdue.edu/purduepromise by clicking on “Contact Us.”