How to Schedule an Appointment

- Login in to BoilerConnect at purdue.campus.eab.com.
- On the far right side of your Student Home screen, click on the blue Make an Appointment button:

![Make an Appointment button](image)

- On the Schedule Appointment screen, you will be asked a series of questions to explain why you would like to meet with someone. To begin, from the first drop down box, select the option that represents what you want to do.
- Depending on what you choose, you may have just one option in the next drop-down box, or you may have several options to choose from.

Schedule Appointment

What type of appointment would you like to schedule?
Options: Academic Advising

Please choose from the following options
Options: -- please choose one --
• In the next drop down box, provide additional detail on the reason for your request. The options you see here will be based on the selection you made in the first two drop down boxes.

Please choose from the following options and click "next."

- please choose one -

• Click on Next

• The question about departments will populate with any department that offers the service you just chose. In some cases, for example if your college has its own career advising unit, you could see two options. In many cases you will simply make the same choice that you made when you answered the second question on the previous page.

Which department would you like to meet with?

- please choose one -

• The next question will ask about staff members. In some cases there will only be one option; other times there may be no names listed in which case you simply leave this box blank and click on Next.

Please choose a staff member or leave blank for first available.

Any Staff

*If you don't have a preference, just click Next.*
- Click on one of the blue boxes indicating morning or afternoon times on a particular day, and then choose the actual appointment time from the options given and click Next.

- 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.

- If you can’t find a time that works, the department might have Drop-in times available, so click on the View Drop-in Times button in the yellow section of the screen.

You cannot sign up for drop-in times on BoilerConnect but this will tell you when to visit the department. If nothing appears, then there are no drop-in times available for this particular service at this location.
On the Schedule Appointment screen, review the Appointment Details because there may be special instructions there. If there is anything else you would like to include in order to help the staff member prepare for your appointment, enter it in the Additional Details box.

Unless you uncheck the boxes, you will receive email and text reminders for your appointment. If there is no cell phone listed or the number is incorrect, please update it here. The reminder email is sent out 24 hours before the appointment, and the text reminder is sent out one hour prior to the scheduled appointment.

Click on Confirm Appointment

Until you do this, your appointment has not been scheduled! BoilerConnect will send you a confirmation email confirming your appointment, so if you do not receive this message, log in to ensure the appointment was scheduled.
• Your appointment will now appear on your Student Home page under the Upcoming Appointments section on the right side of the screen.

• If you need to cancel an upcoming appointment, click on the appointment under “Upcoming Appointments” on your home page. A pop-up box will appear; click on “Cancel My Attendance” in the bottom left.

Keep in mind that appointments cancelled less than 12 hours prior to the start of the appointment will be considered a no-show. It is still preferable that you cancel an appointment even at the last minute rather than not showing up, but if you have three no-shows in any 30-day window, you will need to contact your academic advisor before you are able to schedule any future appointments via BoilerConnect.