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:

- On the New 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 type of appointment you’d like to schedule.

- Depending on what you choose, you may have just one option in the Service drop-down box, or you may have several options to choose from. Services, or reasons for your appointment, are listed in groups by the office/department offering them.
• If there is a specific date you’d like to schedule your appointment for, you can select that in the final drop-down box. Otherwise, you can leave it displaying today’s date and the results will show available times beginning with that date. Click the **Find Available Time** button.

The next screen will display all available appointment times/dates for all staff members meeting your criteria. At the top of the page, you’ll see the options you chose on the previous page. These options cannot be changed unless you select the Start Over link. These options are shows as “locked”.
• On the left side of the screen is a filter panel that also shows the selections made on the previous page. Note: when you select a date, the system will display appointments from the start date until 30 days after the start date. Dates with available appointments will have a dot underneath them in the date picker calendar.
• You can select one of the time slot bubbles from the main portion of the screen. You can also select the link that says #People to open a list of available staff members.

• If you choose a staff member from the list, the available appointment list shows only time slot bubbles for the selected staff member.

• When you choose an appointment time slot, you will be taken to the Review Detail page.
• Review the information on this screen because there may be special instructions there. You will be required to choose if you’d like to meet Virtually or In Person. If there is only one option, it will be pre-populated for you and you will not be able to change it. You can also enter your own comments and decide if you want email or text message reminders. Unless you uncheck the boxes, you will receive both 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 the **Schedule** button
Until you do this, your appointment has not been scheduled! Your appointment has successfully been scheduled when you get the success message below and the option to View Appointments or Schedule Another Appointment.

- 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.
Scheduling with your Student Success Team

- 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:

- On the New Appointment screen, choose Meet With Your Success Team from the Other Appointment Options section.

- A list of your success team (faculty/staff assigned to you) will appear.
Click the name of a success team member to open the New Appointment page. Some of the information may be pre-populated for you. Choose **Find Available Time** to go to the page with the available date/time bubbles.

Follow the steps outlined above to complete the scheduling process.