



# Purdue University West Lafayette

Last Updated August 2021

## Responding to an Appointment Request

There will be occasions when a staff member will want you to schedule an appointment with them during a pre-determined time frame (e.g. registration). Responding to these requests can be done in two ways:

### Responding Through BoilerConnect

When you have been asked to schedule an appointment, a yellow banner will appear at the top of your student home page.

Student Home

**Manahil**, please respond to the following appointment request(s):

- Daniel Whiteley would like you to create an advising appointment by **Wednesday, Mar. 01, 2017**. [Schedule This Appointment](#)

Class Information Reports Calendar Send a Message [Make an Appointment](#)

### Classes This Term

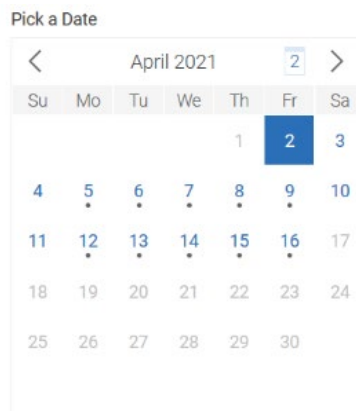
Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	TAKE ACTION
<input type="checkbox"/>	CAND-99100-001 Candidate					<a href="#">Request Tutor Appt.</a>

Quick Links

- Take me to...
- [School Information](#)

Upcoming Appointments

- To respond to the request, from within the yellow banner, click on the *Schedule This Appointment* button.
- A scheduling page will appear with the options in the appointment invitation pre-populated. You will also see dates and times your advisor is available for an appointment. You can narrow down the appointment options by using the “Pick a Date” calendar on the left side of the screen.





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- Alternatively, you can directly select a date and time by using the time slot bubbles listed on the main panel of the page.

Tue, Apr 6th

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM 12:00 - 12:30 PM 12:30 - 1:00 PM 1:00 - 1:30 PM  
1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM 4:00 - 4:30 PM

Show more ▾

Wed, Apr 7th

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM 12:00 - 12:30 PM 12:30 - 1:00 PM 1:00 - 1:30 PM 1:30 - 2:00 PM  
2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM 4:00 - 4:30 PM 4:30 - 5:00 PM

Thu, Apr 8th

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM 12:00 - 12:30 PM 12:30 - 1:00 PM 1:00 - 1:30 PM  
1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM 4:00 - 4:30 PM

Show more ▾

- When you choose a date/time for the appointment, you will be taken to the **Review Detail** page.

[Go Back | Dashboard](#)

## Review Appointment Details and Confirm

<b>What type of appointment would you like to schedule?</b> Academic Advising	<b>Service</b> STAR Appointment
<b>Date</b> 08/04/2021	<b>Time</b> 1:30 PM - 2:00 PM
<b>Location</b> Honors College and Residences North	
<b>Staff</b> Jessica Ramsey	
<b>*How would you like to meet?</b> <input type="radio"/> Virtual <small>Search by name</small> You are seeing the only meeting type available for this time slot.	
<b>Would you like to share anything else?</b> <small>Add your comments here</small>	
<input checked="" type="checkbox"/> <b>Email Reminder</b> Reminder will be sent to jstudnt1@purdue.edu	
<input checked="" type="checkbox"/> <b>Text Message Reminder</b> <b>Phone Number for Text Reminder</b> 7654122002	
<input type="button" value="Schedule"/>	

- 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



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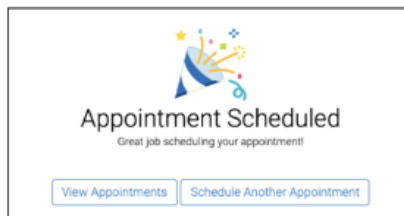
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there is only one option, it will be pre-populated for you and you will not be able to change it. You can also enter your own comments and decide if you want email or text message reminders. Unless you uncheck the boxes, you will receive both email and text message reminders for your appointment. If there is no cell phone number 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.

Schedule

**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.





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## Response From Email Notification in BoilerConnect

In addition to the yellow banner across the top of your BoilerConnect home page, you will also have an email generated through the system.

- At the top of your student home page, you will see that you have an unread email by the display of a red icon with a number inside it.



- Click on the icon and it will automatically open a *Message Details* page to display a copy of the message sent to you. It will look similar to this:

Your first name will appear here, Schedule an Advising Appointment

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Your advisor's name will appear here 07/18/2017

To: via Email on Tuesday, July 18, 2017 at 10:32 am

**Subject:** Schedule an Advising Appointment

**Please Schedule Your Advising Appointment.**

**Hello**  
Your advisor requests that you schedule an appointment. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.  
[Schedule an Appointment](#)  
You can also copy and paste this address into your web browser.  
<https://purdue.campus-training2.eab.com/a/yicsJFSNLI>

Thank you!

- You can click on the *Schedule an Appointment* link, or cut and paste the address provided in the email in to your browser.
- Then, follow the instructions as outlined in the above section of Responding Through BoilerConnect.



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### Response From Email Notification in Outlook

The email notification sent to you at your purdue.edu email address will look similar to what you will see if you open the notification from the email notification in BoilerConnect.

From:  
Date:  
Subject: Schedule an Advising Appointment  
To:



### **Please schedule your Advising Appointment.**

**Hello**

Your advisor requests that you schedule an appointment. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

**[Schedule an Appointment](#)**

You can also copy and paste this address into your web browser.

**<https://purdue.campus-training2.eab.com/a/frX4HnZbkU>**

Thank you!

- You can click on the *Schedule an Appointment* link, or cut and paste the address provided in the email in to your browser.

Then, follow the instructions as outlined in the first section above, Responding Through BoilerConnect.