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.

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

<table>
<thead>
<tr>
<th>Tuesday, Apr 6th</th>
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<tbody>
<tr>
<td>9:00 - 9:30 AM</td>
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<tr>
<td>9:30 - 10:00 AM</td>
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<td>10:00 - 10:30 AM</td>
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<td>12:30 - 1:00 PM</td>
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<td>1:00 - 1:30 PM</td>
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</tbody>
</table>

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

Review Appointment Details and Confirm

- What type of appointment would you like to schedule?
  - Academic advising

- Date
  - 04/06/2023

- Time
  - 1:30 PM - 2:00 PM

- Location
  - Honors College and Residence North

- SMH
  - Jessica Ramkey

- How would you like to meet?
  - Search by name

- Would you like to share anything else?
  - Add your comments here

- Email Reminder
  - Reminder will be sent to you at Purdue@purdue.edu

- Text Message Reminder

- Phone Number for Text Reminder
  - 7023421234

- 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
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.

**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.
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:

![Email Example](image)

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

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

- 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.