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.

- You will then see the time frame your advisor would like to you schedule the appointment for. Using the calendar that appears on the **Schedule Appointment** screen, the available dates to select from will appear in grey. (Note: Saturday and Sunday will appear on the calendar in grey.) When you click on either Saturday or Sunday you will see that no appointments are available. Only the Monday through Friday dates will be a valid selection).
- So, select a weekday from the list of available dates on the **Choose a Day** calendar. You will then see a list of available times under the **Choose a Time** box. Click on a time that fits your availability.

- On this same page you will be able to provide **Comments** for your advisor.
You will be sent an email and text reminder for the appointment. If after reviewing the appointment information you determine you need to change your text number, click on the Change link in the pop up box, enter the new number and on your keyboard hit the Enter key.

If everything looks good, then click on the blue Review Appointment Details button.

You will then be able to review all of the details and any special instructions included by the staff member.

You must click the Confirm Appointment at the bottom of this screen in order to finalize scheduling! You will then receive a confirmation that the appointment has been scheduled.
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:

- 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.
- The email will automatically be saved in *Conversations* for future reference. Just click on the *Envelope* icon in your side menu of options to see the emails. To read the email, click on the topic in the center of the screen.
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