



Quick Reference for Students

Requesting an Appointment With an Advisor/Coach

- Login in to BoilerConnect at *purdue.campus.eab.com* using your Purdue username and password
- On the far right side of your **Student Home screen**, click on the blue **Get Advising** button:



- On the **Schedule Advising Appointment screen**, you will be asked a series of questions to explain why you would like to meet with an advisor/coach. To begin, from the first drop down box, select the option that represents what you want to do.

Schedule Advising Appointment

To help you get advising quickly, please tell us why you'd like to meet with an advisor.

-- please select one --

- In the next drop down box, provide additional detail on the reason for your request. The selection you make here will be based on the selection you made in the first drop down box.

Choose from the following options and click Next.

-- please select one --

- Click on **Next**

Next ▶

- The What location do you prefer box will automatically be populated with the location for your appointment. If you are a double major in different schools, you could see two selections. The selection you make here will impact the advisor name that you will be selecting in the next step.

What location do you prefer?

-- please select one --

- Select your advisor from the drop down box. You will need to click inside the box in order to see the advisor name(s).

Which advisor? You may select more than one.

If you don't have a preference, just click Next.

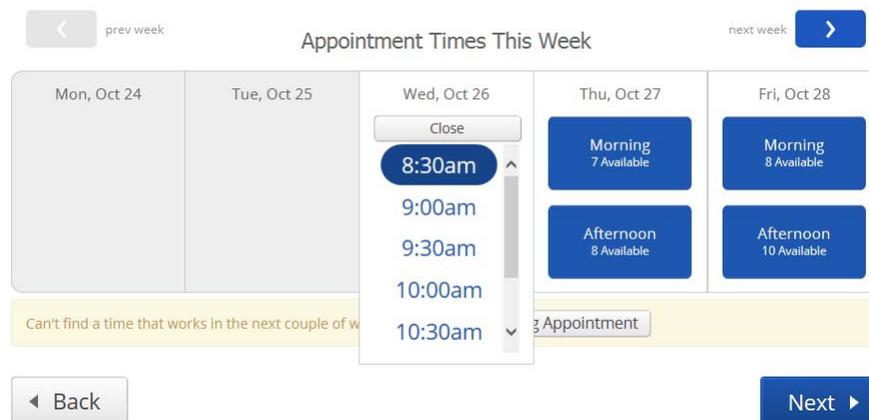


- Select the Appointment Time. If none of the available times for the week being displayed will work with your schedule, click on the arrow in the blue icon to move to the next week's list of available times.

Appointment Times This Week

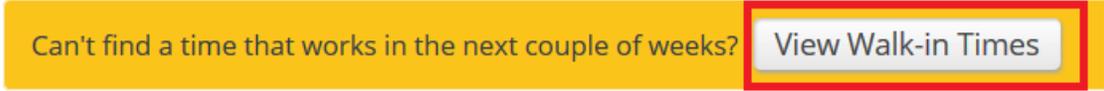


- To schedule the time, click on any of the buttons directly under the date column for the date you would like to schedule the appointment for. A drop down box will appear that will give you the list of available times.

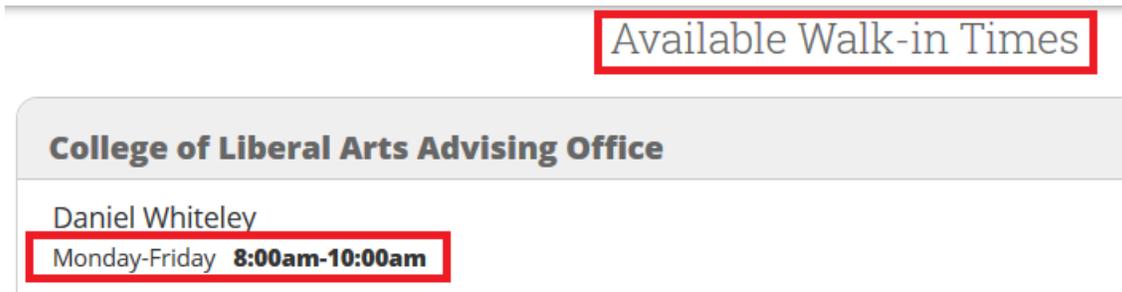


- Highlight the time you would like to schedule for the appointment, then click **Next**.

If you can't find a time that works, your advisor might have a Walk-in time available, so click on the View Walk-in Times button in the yellow section of the screen.

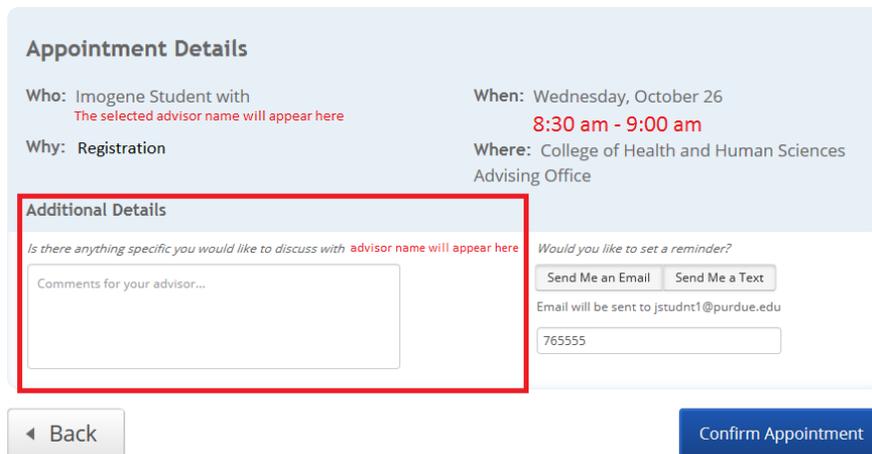


If your advisor or coach has Walk-in time available, it will appear as follows:



If it doesn't appear, then your advisor does not have a Walk-in time available.

- On the **Schedule Advising Appointment screen**, review the **Appointment Details**. If there is anything else you would like to include in order to help your advisor prepare for your appointment, enter it in the **Additional Details** box.



- You can request a reminder email or text to be sent to you by clicking on one of the two **reminder** buttons. You can also select both options. The reminder email is sent out the evening before the appointment, and the text reminder is sent out one hour prior to the scheduled appointment.

Appointment Details

Who: Imogene Student with
The selected advisor name will appear here

When: Wednesday, October 26
8:30 am - 9:00 am

Why: Registration

Where: College of Health and Human Sciences
Advising Office

Additional Details

Is there anything specific you would like to discuss with advisor name will appear here

Comments for your advisor...

Would you like to set a reminder?

Email will be sent to jstudnt1@purdue.edu

- Click on **Confirm Appointment**

Success! Your Appointment Has Been Created

Appointment Details

Who: Imogene Student with *advisor name will appear here*

Why: *Reason for your appointment will appear here*

When: *Day and time of your appointment will appear here*

Where: *The selected location will appear here*

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

BoilerConnect will send you a confirmation email or text confirming your appointment.

Your appointment will now appear on your **Student Home** page under the **Upcoming Appointments** section on the right side of the screen.

In order to ensure you receive text messages from your Advisor, please make sure you have recorded your correct phone number through myPurdue. Refer to the Updating and Adding Your Cell Phone Number in the myPurdue document for how to update your information.