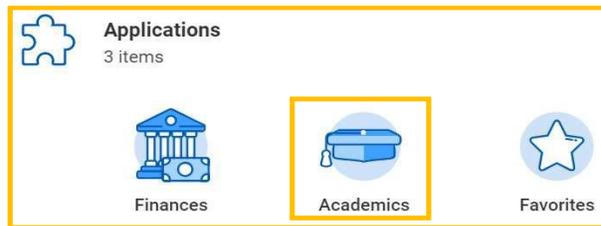


SCHEDULING AN ACADEMIC ADVISING APPOINTMENT

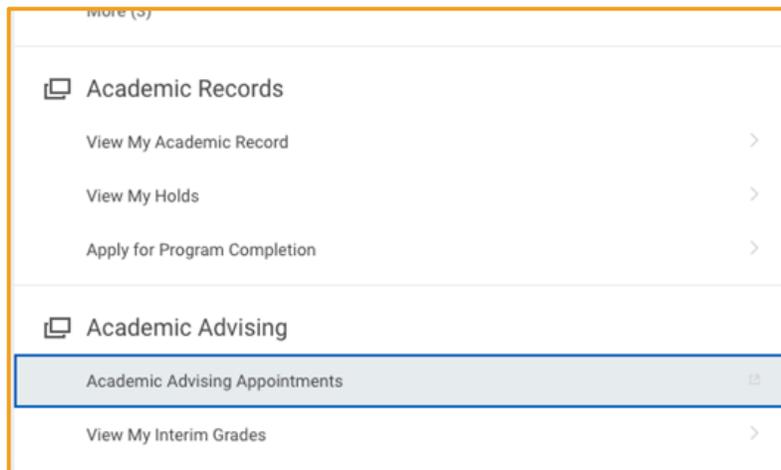
STEP 1

Log into Workday and choose the **Academics** portal.



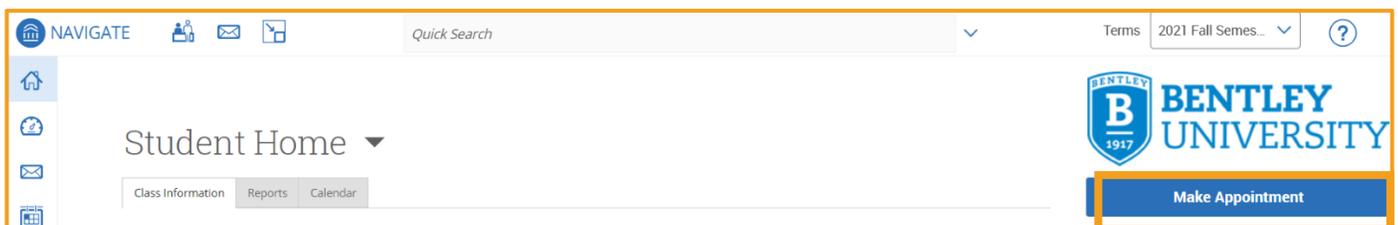
STEP 2

Under Academic Advising on the right-hand side, click **Academic Advising Appointments**.



STEP 3

Once in EAB Navigate, click on **Make Appointment** on the upper right-hand of the screen (under the Bentley logo).



STEP 4

On the **New Appointment** screen under ***Service**, select the appropriate service in the **Academic Advising - Undergraduate** drop-down menu. You may need to scroll down. Then click **Find Available Time** at the bottom.

The screenshot shows the 'New Appointment' form. The 'What can we help you find?' section includes a dropdown for 'What type of appointment would you like to schedule?' with 'Advising' selected. Below it, the '*Service' dropdown is open, showing a list of services under the heading 'Academic Advising - Undergraduate'. The 'Find Available Time' button is highlighted at the bottom.

STEP 5

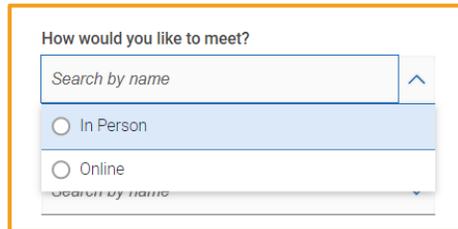
There are three ways to search for an available appointment: by modality (in person or online), date/time, or advisor. Scroll down and use the filters on the lower left of the screen.

The screenshot shows the 'New Appointment' screen with filters on the left and a list of available appointment times on the right. The filters include 'All Filters', 'What type of appointment would you like to schedule?' (Advising selected), 'Service' (Graduation Check selected), 'Pick a Date' (August 2021 calendar), 'Staff' (Search by name), 'How would you like to meet?' (Search by name), and 'Location' (Search by name). The right side shows 'Undergraduate Academic Services' with a list of dates and times.

STEP 6

If you select **In Person** under **How would you like to meet?**, you will see only appointment availabilities in person. If you select **Online**, you will see only online options.

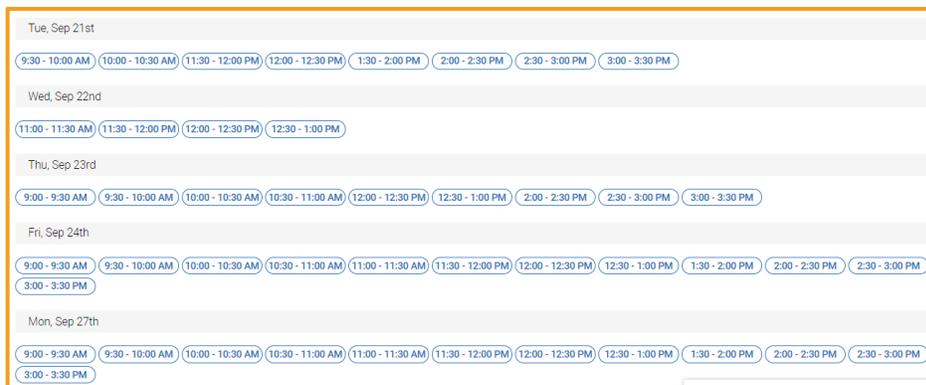
Please note: If you do not select a modality, you will be randomly assigned based on availability during your preferred time.



The screenshot shows a form titled "How would you like to meet?". It features a search bar with the placeholder text "Search by name" and an upward-pointing arrow. Below the search bar are two radio button options: "In Person" and "Online". The "In Person" option is selected. At the bottom of the form, there is another search bar with the placeholder text "Search by name" and a downward-pointing arrow.

STEP 7

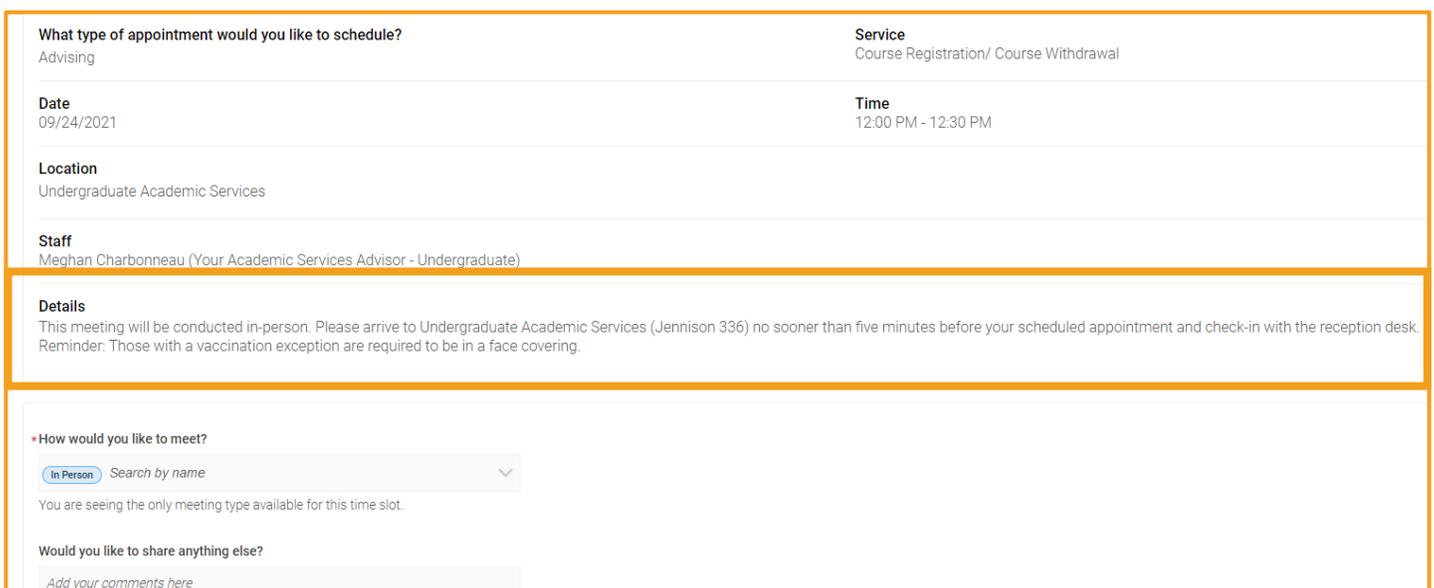
Once you select the modality, click on the date and time that is most convenient.



The screenshot displays a calendar view of appointment availability from Tuesday, September 21st to Monday, September 27th. Each day is listed with a horizontal row of time slots in rounded rectangular buttons. The available time slots are: 9:30 - 10:00 AM, 10:00 - 10:30 AM, 11:30 - 12:00 PM, 12:00 - 12:30 PM, 1:30 - 2:00 PM, 2:00 - 2:30 PM, 2:30 - 3:00 PM, and 3:00 - 3:30 PM. The 12:00 - 12:30 PM slot is highlighted on Tuesday, Wednesday, and Monday.

STEP 8

On the **Review Appointment Details and Confirm**, make sure to read the **Details** to verify where the appointment will take place (In person or via Zoom).



The screenshot shows the "Review Appointment Details and Confirm" page. It is divided into several sections:

- What type of appointment would you like to schedule?** Advising
- Service** Course Registration/ Course Withdrawal
- Date** 09/24/2021
- Time** 12:00 PM - 12:30 PM
- Location** Undergraduate Academic Services
- Staff** Meghan Charbonneau (Your Academic Services Advisor - Undergraduate)
- Details** This meeting will be conducted in-person. Please arrive to Undergraduate Academic Services (Jennison 336) no sooner than five minutes before your scheduled appointment and check-in with the reception desk. Reminder: Those with a vaccination exception are required to be in a face covering.
- How would you like to meet?** A dropdown menu is set to "In Person". Below it, a message states: "You are seeing the only meeting type available for this time slot."
- Would you like to share anything else?** A text input field with the placeholder "Add your comments here".



If you are meeting in person, you will see a message like this:

Details

This meeting will be conducted in-person. Please arrive to Undergraduate Academic Services (Jennison 336) no sooner than five minutes before your scheduled appointment and check-in with the reception desk. Reminder: Those with a vaccination exemption are required to be in a face covering.

If you are meeting via Zoom, you will see a message like this:

Details

My zoom link is listed here for you. If you are unable to meet via zoom, or if you require accommodations to meet remotely, please contact me or call our office at 781.891.2803 to make appropriate and necessary arrangements.

STEP 9

Click **Schedule** on the bottom of the screen.

Please note: If you do not click **Schedule**, the appointment request will not be completed.

*How would you like to meet?

Online Search by name

You are seeing the only meeting type available for this time slot.

Would you like to share anything else?

Add your comments here

Email Reminder
Reminder will be sent to fflex@falcon.bentley.edu

Text Message Reminder

Phone Number for Text Reminder

Schedule

