Scheduling an Academic Advising Appointment - Academic Services

**Step 1:** **In Workday choose the *Academics* portal.**

**Step 2: Click on *Academic Advising Appointments* on your Workday account.**



**Step 3: Click on *Make Appointment* under the Bentley logo (on the upper right side of the screen).**



**Step 4: Complete the following fields and click *Find Available Time*. You may need to scroll down to find the appropriate service.**

**Please note: *Advising* will be preselected for you and does not need to be changed.**

**Step 5: Choose a time that is convenient for you or select *view individual availabilities* to see a specific advisor’s availability. **

**Please note: if do not select a preferred advisor you will be assigned to an advisor with availbility during your preferred time.**

**Step 6: Review your appointment details and click *schedule*.**