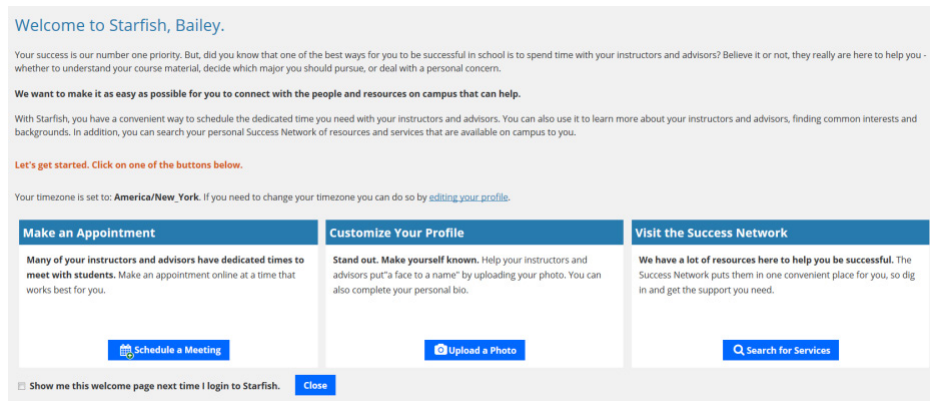
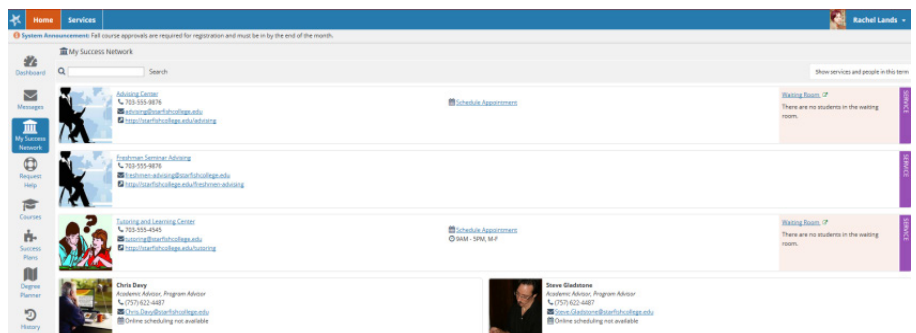


# HOW TO SCHEDULE AN ADVISING APPOINTMENT

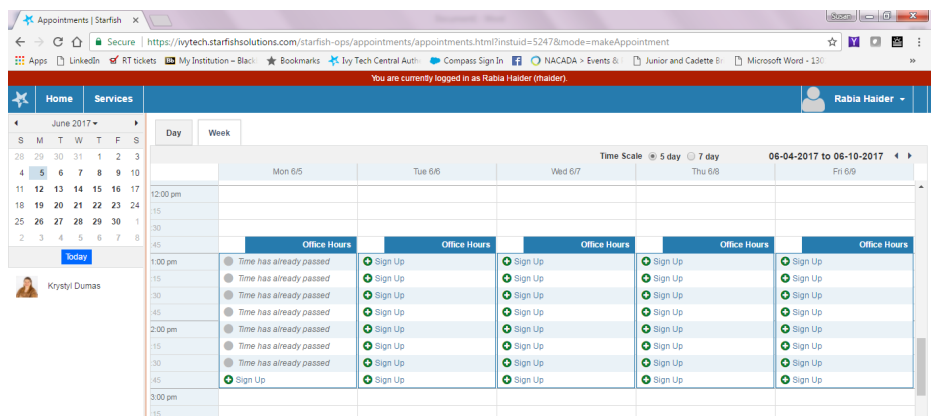
1. Log into [IvyLearn](#) and click your profile.
2. Click **Ivy Advising** under **Tools** on the left side.
3. If it is the first time logging into the system you will see the home screen below. Click **Schedule a Meeting**.



4. If you have logged into Ivy Advising before, your home screen will appear with your **My Success Network** (see screen shot listed below) Choose your **Assigned Advisor** or **Faculty Advisor** and click **schedule appointments**.



5. Open appointments will show in **BOLD** on the calendar. Clicking the **Week** view allows you to see more open appointment options.



6. Click **Sign Up** for the appointment time that works for you. Choose your **Appointment** reason and click **Submit**. An email confirmation will be sent to you and your advisor.
7. If no appointments work for your schedule, please call the [Advising Center](#) in your region.

