



## Schedule an Appointment

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Now that you know your advisor here are a few steps on how to schedule a meeting with them! *If you aren't sure who your advisor is head back to our main page and select the "Who's My Advisor" button directly above this one.*

1. Go to ku.edu. Log into your MyKU portal using your online ID and password.
2. Within your My KU portal, select "My Progress" from the Academics drop-down menu.
3. Once in your My Progress window, select the Academics tab. (to the right)
4. Directly below the advisor listed you will see a link that says "Make an advising appointment." Click it!
5. A new window will open into your My Success portal.
6. Click "My Success Network" and from there select "Show people this term".
7. Scroll to your assigned advisor's name! Click on "Schedule Appointment". This will open up your advisors calendar! Schedule a time that works best for you. You can detail here what you would like to chat about. We love this!

### [Setup appointment reminders: email and phone](#)

You are able to get appointment reminders sent straight to your KU email or even your phone. We highly recommend this! This involves some set-up in your My Success portal.

1. In your My Success home page, at the top right, click on your name.
2. Fill out your contact information! Be sure to include the following for your reminders to work:

**Login** – your Name, **Institutional Email** – your KU email, **Phone** – your cell phone #  
*It's always nice for us to have your phone number in case we have to call to reschedule.*

3. Fill out your "Weekly Updates" preferences. We recommend an email reminder at 5:00 pm the day before your appointment. You can set up more than one reminder! Be sure to link your phone so that reminders can be sent there as well.

### **Frequent Questions:**

1. I am having trouble getting the My Success appointment scheduler to work. What can I do?
  - a. If you are receiving a log-in error please try a different web browser or try again using your Blackboard portal. Follow steps 6 and 7 after you click "My Success" under *tools* on the left-hand side.
  - b. When all else fails, give us a call! Our Peer Advisors have access to our calendars and can set up an appointment for you. 785-864-2834
2. How do I schedule an appointment with an advisor who is not assigned to me? Give us a call! 785-864-2834