

## HOW TO MAKE AN APPOINTMENT WITH YOUR ADVISOR

ALL **Undergraduate** Education majors will be responsible for setting up their advising appointments using Advisor Trac. Students **MUST** be Admitted to AUM to make an appointment.

### **Instructions :**

1. From the AUM website, Click on **My AUM** and enter your username and password. (If you have not activated your account, select *First Time User* from the long-in page).
2. Click on **Advisor Trac** under the Launchpad.
3. Click **“Search Availability”**
4. Click **“Center”**
5. Under **“Consultant”**, choose your advisor.
6. Under **“Reason”**, LEAVE IT BLANK.
7. In the **FROM** Box, click the calendar and choose a date. In the **TO** box, put the last day of the week to see all available advising dates for that week.
8. Click **“Search”** to view the available appointments.
9. Select a day and time from the schedule that works with your schedule. If you do not see an available time, then you need to choose another week.
10. Click on the day and time. A screen will come up for you to verify and then save.
11. You should receive an email verifying your appointment and a reminder.
12. If you have to **cancel** your appointment, log back into Advisor Trac and on the main menu, you will see a box with UPCOMING APOINTMENTS. Click the X at the end of the statement to cancel your meeting. Once you confirm your cancellation, you are free to set up another appointment.
13. Please contact your advisor if you have any question.
14. **PLEASE KEEP UP WITH YOUR APPOINTMENT.** The responsibility rests with the student to set up your appointment through Advisor Trac as well as cancel any appointments you are unable to make in a timely manner.
15. This program allows appointments and cancellations to be made **12 hours** or more before the scheduled meeting.

**THANK YOU ☺**