

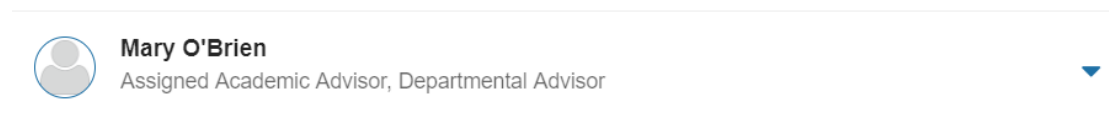
Scheduling an Advising Appointment in UMKC Connect

Log into UMKC Connect

1. From the UMKC homepage (www.umkc.edu), click UMKC Connect on the top menu bar (under the Search box.)
2. Log in with your SSO and password. You are now logged into Connect!

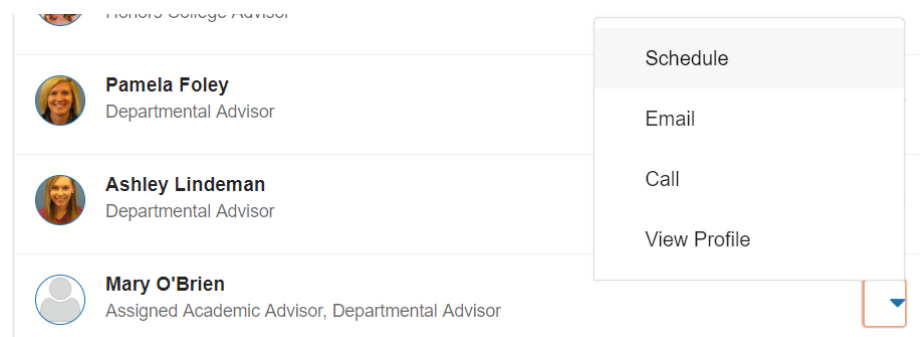
Make an Appointment

1. Click the triangle button to the right of the name for the desired person or service in the My Success Network or Courses channel.



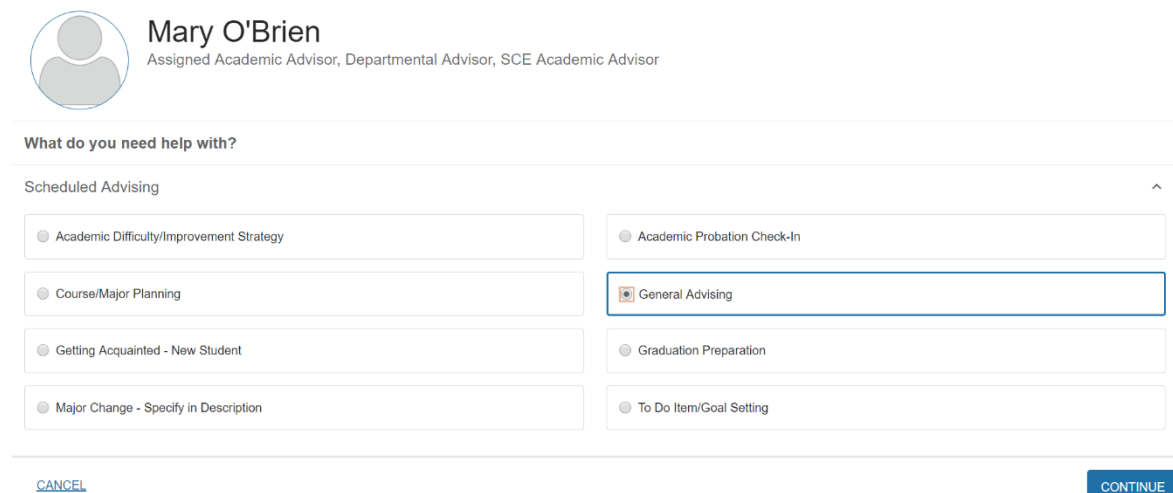
A user profile card for Mary O'Brien, Assigned Academic Advisor, Departmental Advisor. The card includes a circular profile picture placeholder, the name "Mary O'Brien", and the title "Assigned Academic Advisor, Departmental Advisor". A small blue downward-pointing triangle is located to the right of the title.

2. Click the "Schedule" button from the list of options.



A list of user profile cards. The card for Mary O'Brien is selected, and a context menu is open over it. The menu options are: Schedule, Email, Call, and View Profile. The "Schedule" option is highlighted. A small blue downward-pointing triangle is visible at the bottom right of the list.

3. Choose "Schedule Advising", select your reason, and click continue.



A scheduling form for Mary O'Brien, Assigned Academic Advisor, Departmental Advisor, SCE Academic Advisor. The form is titled "What do you need help with?". Under the heading "Scheduled Advising", there are eight radio button options: Academic Difficulty/Improvement Strategy, Academic Probation Check-In, Course/Major Planning, General Advising (selected), Getting Acquainted - New Student, Graduation Preparation, Major Change - Specify in Description, and To Do Item/Goal Setting. At the bottom left is a "CANCEL" link, and at the bottom right is a "CONTINUE" button.

- Use the calendar to select a day and time for your advising appointment and then click continue.

What day and time works for you?

08-06-2018 → 08-08-2018

← August 2018 →

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Show group meetings

Tuesday, August 07 4 available

- 10:00 am - 10:30 am 30m
336 Flarsheim Hall
- 10:30 am - 11:00 am 30m
336 Flarsheim Hall
- 11:00 am - 11:30 am 30m
336 Flarsheim Hall
- 2:30 pm - 3:00 pm 30m
336 Flarsheim Hall

Wednesday, August 08 5 available

- 1:30 pm - 2:00 pm 30m
336 Flarsheim Hall
- 2:00 pm - 2:30 pm 30m
336 Flarsheim Hall

[BACK](#) [CONTINUE](#)

- Check to make sure all details are correct and click confirm.

Does this look correct?

Date and Time
Wednesday, August 08
3:30 pm – 4:00 pm

Location
336 Flarsheim Hall

Reason for Visit
Course/Major Planning [Change](#)

Course
[Add a course](#)

If you want, tell us a little bit about what's going on so we can help

[BACK](#) [CONFIRM](#)