

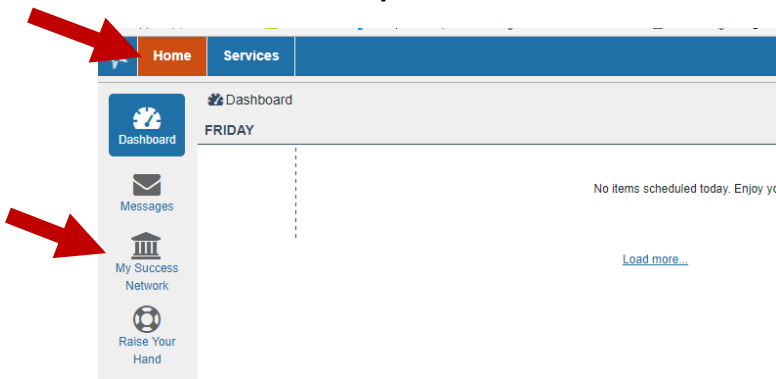
Scheduling an Appointment Online through MavConnect

College of Allied Health and Nursing

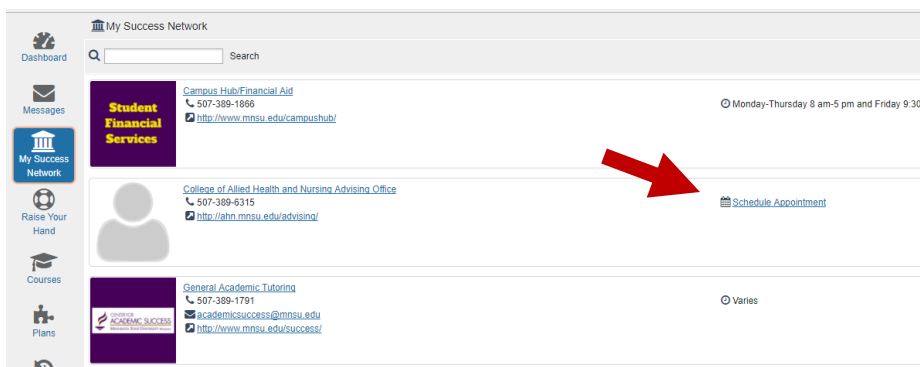
1. Go to www.mnsu.edu/mavconnect.
2. Click on Login



3. Click the **Home** Button.
4. Then choose **My Success Network**.



5. Find the College of Social and Behavioral Sciences Advising Center and **click Schedule Appointment**.



6. Use the calendar and select a date for an appointment. Use the arrows to move to a new month, if needed.

The screenshot shows a web interface with a top navigation bar containing a star icon, 'Home', and 'Services'. Below the navigation bar is a calendar for February 2018, with the 2nd of the month highlighted. To the right of the calendar is a 'SIGN-UP' button. Below this is the title 'College of Allied Health and Nursing Advising Office'. A table lists appointment times from 8:00 am to 3:00 pm, each with a green plus sign and the text 'Sign Up (1 available spot)'. At the bottom, there is contact information for the office, including a phone number (507-389-6315) and a location (124 Myers Fieldhouse).

7. Select a **time** for the appointment and click the **(+)** button.

This screenshot is identical to the one above, but with a red arrow pointing to the '8:00' time slot in the appointment list. The rest of the interface, including the navigation bar, calendar, and contact information, remains the same.

8. Select the **Reason** for the appointment, choose the time (30 min or 1 hour) and type a detailed description of why you want to meet. **Click Next.**

Add Appointment Details Review Confirmation

Service College of Allied Health and Nursing Advising Office

Date Tomorrow

When Friday at 8:00 am starting Tomorrow

Reason

Duration 30 minutes

Detailed Description
Explain in detail what you are looking to accomplish in this appointment

* Required fields

Never Mind Next >

9. Continue adding appointment detail for your appointment, then select **Schedule.**

Add Appointment Details Review Confirmation

⚠ Please review the details below and click this button to schedule your appointment. Schedule >

With Nelson, Jennifer

When Friday at 8:00 am starting Tomorrow

Reason Academic planning

Course

Duration 30 minutes

Location MF124

Occurrences 1 appointment will be scheduled on Tomorrow.

* Required fields

Never Mind < Back Schedule >

10. Review and click **Close.**