Access your Northwest Success 360 account through Northwest Online or MyNorthwest.

1. Click the navigation symbol bars in the top left hand corner
2. Click the drop down arrow next to your name
3. Choose Institutional Profile

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Getting Started: Creating your profile and syncing to Outlook 365

Complete the steps below to set up your profile and make sure your calendars sync.

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This allows you to change your landing page when you log in.

Update your contact information.

Provide a General Overview and Biography.
You are now ready to move on to “Appointment Preferences.”

1. Click on the second tab: “Appointment Preferences”
2. Update each of the items listed below
3. As always, click Submit to save changes

And finally, perhaps most important, is setting up your “Email Notification.” This is what allows you to sync to Outlook 365. For your scheduling to work properly, you must you this.

- Designate a minimum appointment length for student requesting appointments with you.
- Create a deadline for students scheduling appointments with you.
- Add at least one location where your appointments will be held.
- Decide how you would like appointment notifications and updates delivered to you.
- Always check this box so your Outlook syncs seamlessly with your 360 account.
- Below this section you will see all tracking items/flags that are available to you. You can decide how you want to receive notifications of flags that are raised or cleared for a student or assigned to you.