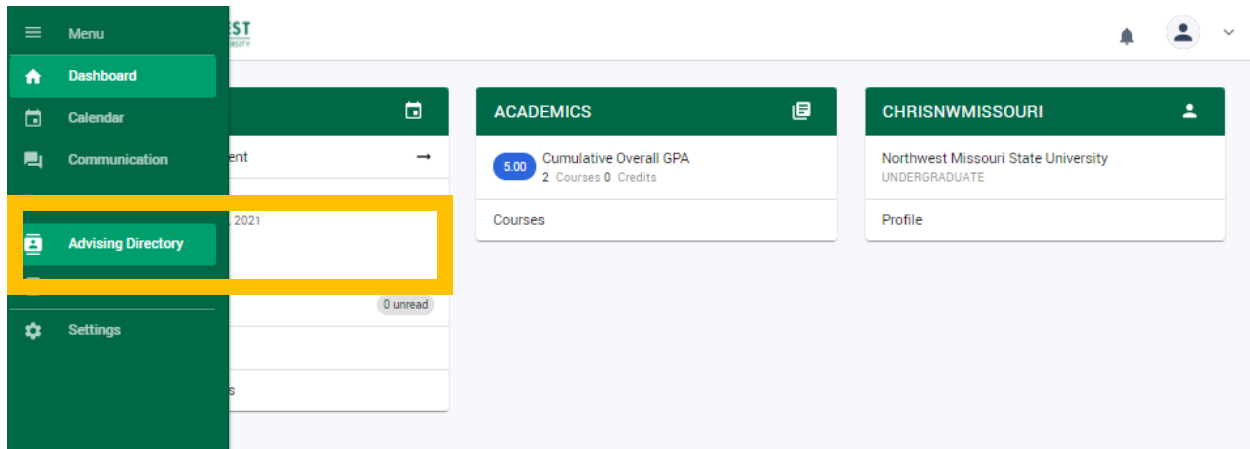
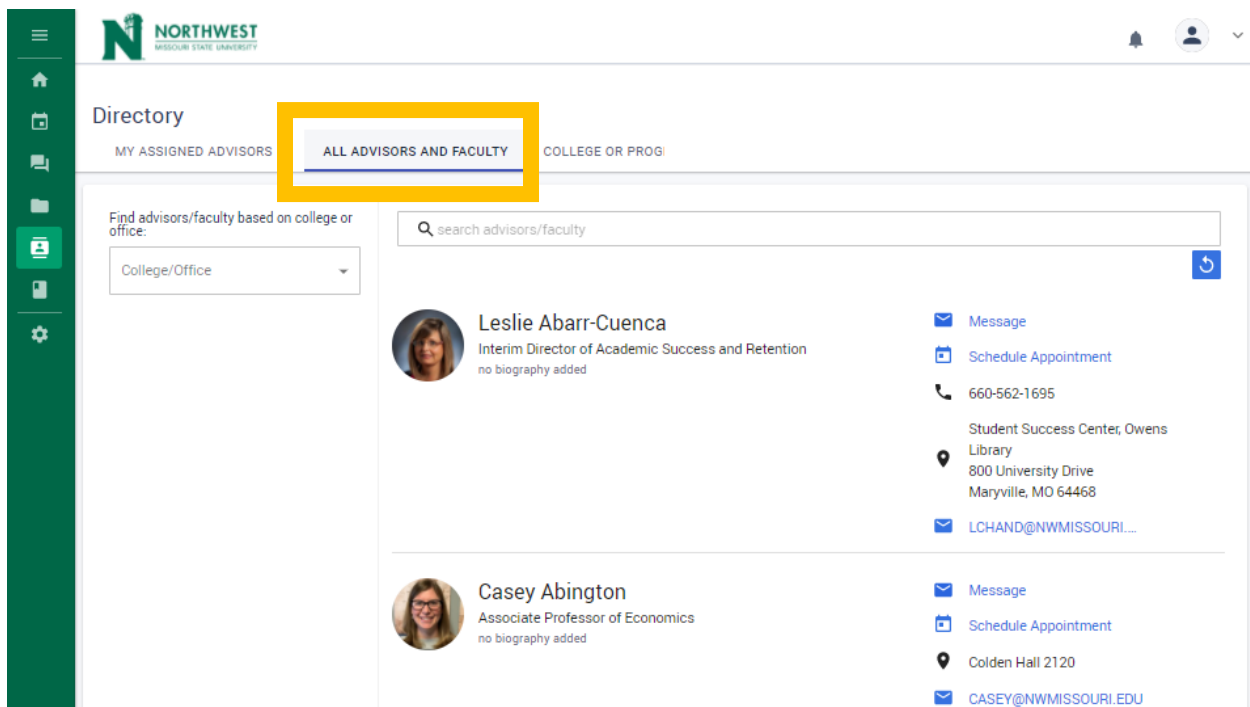


Students can follow the steps below to make an appointment with a faculty/staff member in the NW Success 360.

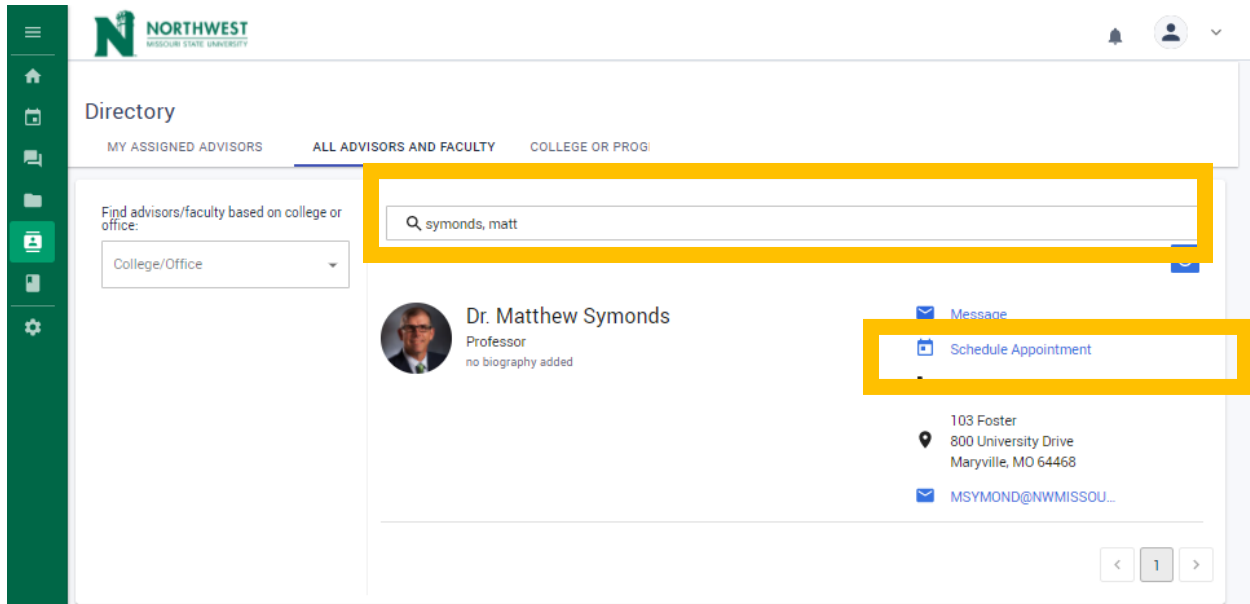
1. Login to Northwest Success 360 via the Bearcat login page or Northwest Online.
2. After logging in to NW Success 360, click the **“Advising Directory”**



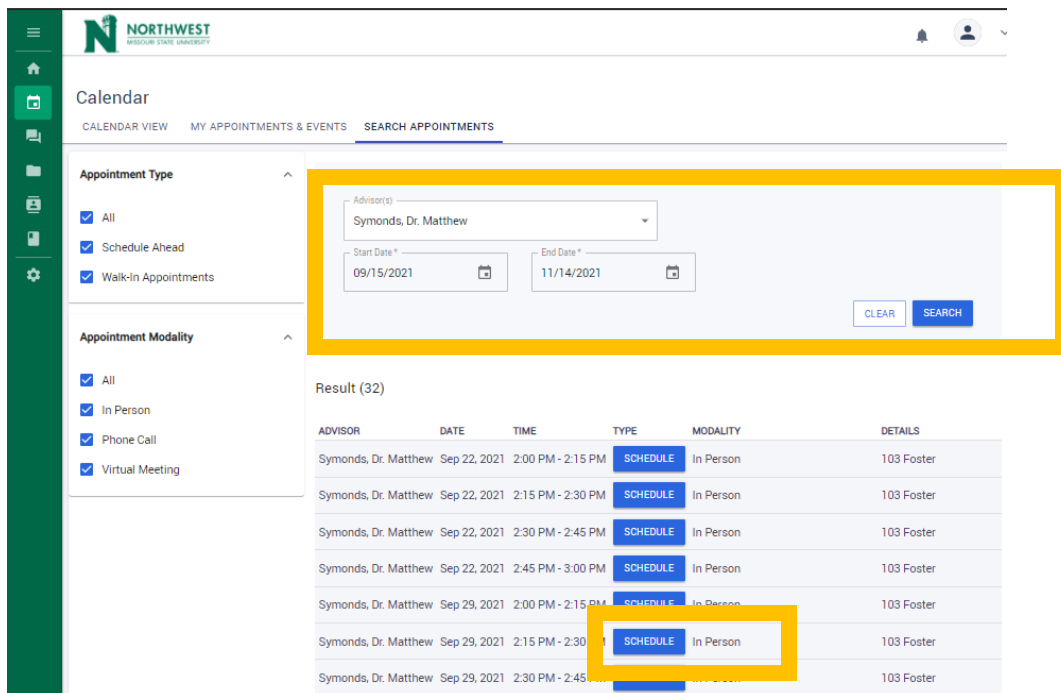
3. Then click **“All Advisors and Faculty”**



4. In the search bar, type in the name (**last name, first name**) of the faculty/staff member you would like to set up an appointment with and click on **Schedule Appointment**.



5. Select your preferred data range and click **Search**. Available appointment times will appear. Select the available appointment time that fits your needs and click **Schedule**.



6. After clicking Schedule, a pop up box will appear. Double-check to make sure the correct faculty/staff member is listed and that the desired appointment date/time is selected.

- Select the **appointment modality** from the options listed.
- Under **Session Topics**, choose one or more topic(s) you would like to discuss with the faculty/staff member (*note: you are required to select at least one session topic in order to complete the booking.*).
- You can also include a more detailed note or (4) attachments for your faculty/staff member to review before your appointment.
- When you have included all of the appropriate information, click **Schedule Appointment** to complete your booking.

The screenshot shows a web interface for scheduling appointments. On the left, there are filters for Appointment Type (All, Schedule Ahead, Walk-In Appointments) and Appointment Modality (All, In Person, Phone Call, Virtual Meeting). The main area displays a list of results for Symonds, Dr. Matthew, with columns for Advisor, Date, Time, and Type. A pop-up window titled 'Appointments' is overlaid on the right, showing a table of available times for Wednesday, September 22, 2021. The first time slot, 2:00 PM - 2:15 PM, is selected. Below the table, there are fields for Appointment Modality (In Person), Session Topics (Degree Planning), and a Session Note. The 'SCHEDULE APPOINTMENT' button is highlighted in yellow.

TIME	STATUS	MODALITY	DETAILS
<input checked="" type="checkbox"/> 2:00 PM - 2:15 PM	Available	In Person	103 Foster
<input type="checkbox"/> 2:30 PM - 2:45 PM	Available	In Person	103 Foster
<input type="checkbox"/> 2:45 PM - 3:00 PM	Available	In Person	103 Foster

Upon booking your appointment, you will receive a confirmation email following your successful scheduling. Your meeting will include a Zoom link for a virtual meeting, a phone number for a phone appointment or a physical office location for an in-person appointment.