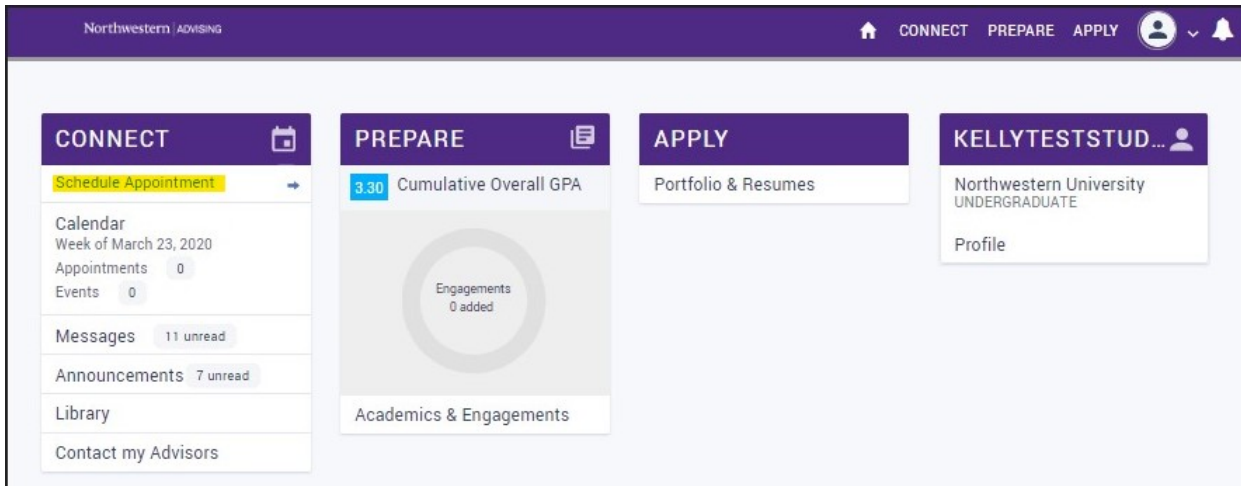


Student Instructions for Scheduling Virtual Advising Appointments

Go to: <https://northwestern.inspire.civitaslearning.com/login>

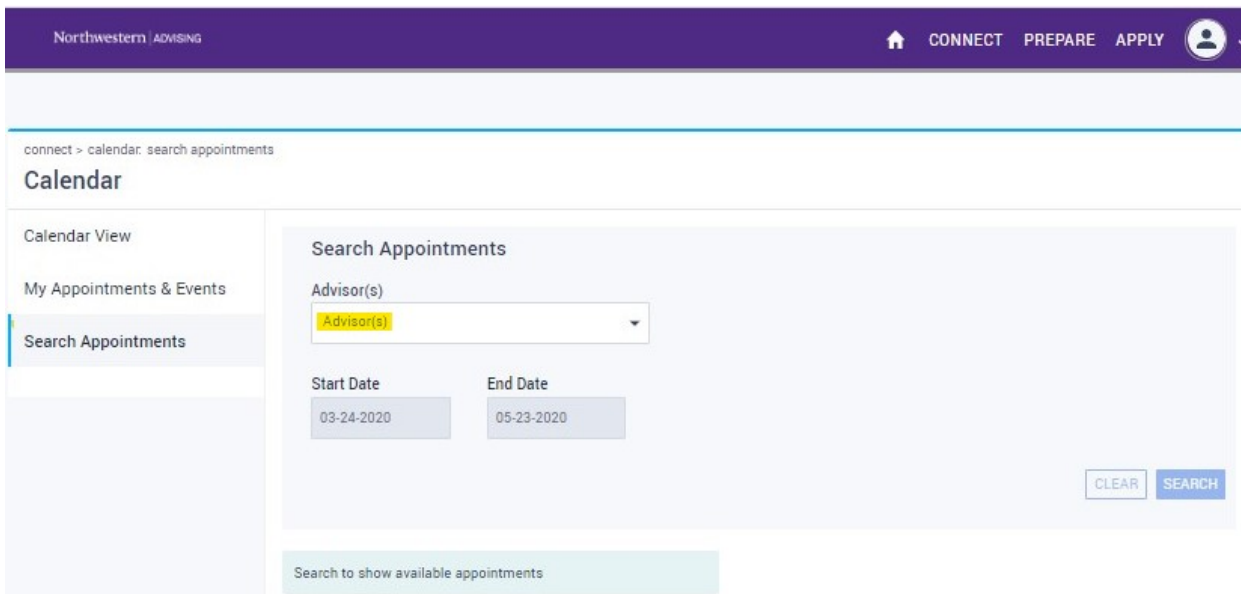
Log in with your netID

1. From your home screen, click on Schedule Appointments.



The screenshot shows the Northwestern Advising home screen. The top navigation bar includes a home icon, 'CONNECT', 'PREPARE', 'APPLY', a user profile icon, and a notification bell. Below the navigation bar, there are four main sections: 'CONNECT' (with a 'Schedule Appointment' button), 'PREPARE' (showing a cumulative overall GPA of 3.30 and 'Engagements 0 added'), 'APPLY' (with a 'Portfolio & Resumes' button), and a user profile for 'KELLYTESTSTUD...' (Northwestern University UNDERGRADUATE). The 'CONNECT' section also includes a calendar for the week of March 23, 2020, with 0 appointments and 0 events, and 11 unread messages.

2. Select your Adviser from the drop-down menu, select a Date Range if desired, and click Search.



The screenshot shows the 'Search Appointments' page in the Northwestern Advising system. The top navigation bar is the same as in the previous screenshot. The page title is 'Calendar' and the breadcrumb is 'connect > calendar: search appointments'. The left sidebar has 'Search Appointments' selected. The main content area is titled 'Search Appointments' and contains a form with the following fields: 'Advisor(s)' (a dropdown menu with 'Advisor(s)' selected), 'Start Date' (03-24-2020), and 'End Date' (05-23-2020). There are 'CLEAR' and 'SEARCH' buttons at the bottom right of the form. A light blue bar at the bottom of the page says 'Search to show available appointments'.

3. Select an available appointment from the Search results.

Search Appointments

Advisor(s)
McCary, Christine

Start Date: 03-24-2020 End Date: 05-23-2020

Result 1-9 of 9

CALENDAR	DATE	TIME	APPOINTMENT TYPE	LOCATION
McCary, Christine	Apr 06, 2020	10:00 AM - 10:30 AM	Virtual Meeting	https://northwestern.zoom...
McCary, Christine	Apr 06, 2020	10:30 AM - 11:00 AM	Virtual Meeting	https://northwestern.zoom...
McCary, Christine	Apr 06, 2020	11:00 AM - 11:30 AM	Virtual Meeting	https://northwestern.zoom...

4. Select a Meeting Type, add Session Notes if desired, and click Schedule.

<input type="checkbox"/>	10:30 am-11:00 am	Available	Virtual Meeting	https://northwestern.zoom.u...
<input checked="" type="checkbox"/>	11:00 am-11:30 am	Available	Virtual Meeting	https://northwestern.zoom.u...

Date/Time
Apr 06, 2020, 11:00 am-11:30 am

Appointment Type
Virtual Meeting

Location
https://northwestern.zoom.us/my/AdviserName

Session Topics
Academic Progress and Planning

Session Note
(visible to advisor)
(optional)

5. The Location of the meeting will contain the link to your virtual appointment.

Date/Time
Apr 06, 2020, 11:00 am-11:30 am

Appointment Type
Virtual Meeting

Location
<https://northwestern.zoom.us/my/AdviserName>

Session Topics

Academic Progress and Planning × ▾

Session Note
(visible to advisor)

6. This link will also be in your confirmation email.

Appointment with Adviser Name

Your appointment with: Adviser Name

Appointment
When:
Monday, April 6th, 2020, 11:00am - 11:30am(CDT)
Where:
<https://northwestern.zoom.us/my/AdviserName>

Session Topics:
Academic Progress and Planning

7. At the time of your appointment (Central Time), please click on the link in the confirmation email. If the adviser is still meeting with another student or is not yet ready, you will go into their virtual "waiting room". The adviser will see that you are there and ready to meet. Please wait for them, and they will connect with you when they finish their prior appointment.