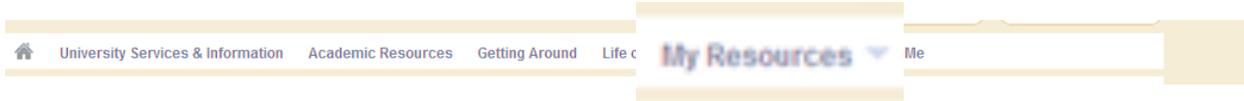


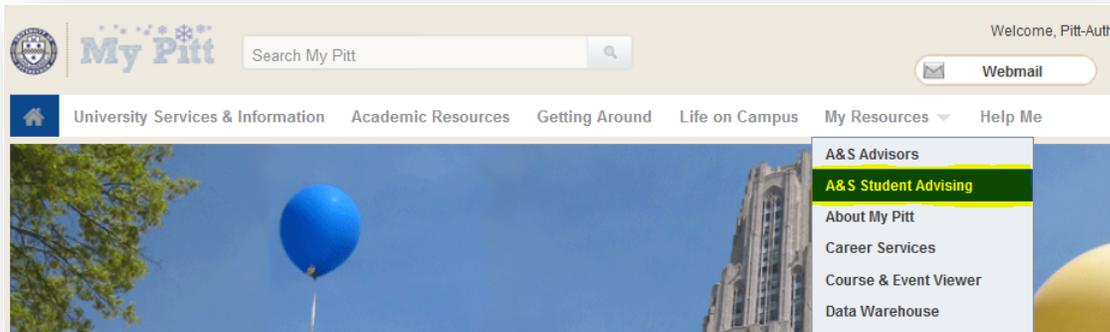
## How to Schedule an appointment with your advisor:

### A. Accessing the System:

- Log into my.pitt.edu
- Choose the drop down menu for My Resources



- Click on A&S Student Advising. Be sure to read the introduction on this page.



- Click on Advising Appointment to schedule your appointment time.

A screenshot of a webpage for the Advising Center. The page has a blue header with the text "The DIETRICH School of Arts &amp; Sciences". Below the header, there is a light blue section with the text: "The Advising Center has an online appointment scheduling system for advising appointments." Below this, it says "Welcome to the Advising Center appointment scheduler!". At the bottom, there is a paragraph: "The Advising Center is using an online appointment scheduling system for advising appointments. Read the following advising appointment guidelines carefully to determine if you can make one online. If you have any questions or concerns, please contact the Advising Center at 412-624-6444." On the right side, there is a section titled "Advising Appointments" with a link icon and a small image icon. Below the title, it says: "Click on the above link to make an appointment with your advisor in the Advising Center (201 Thackeray Hall)". To the right of this text is a photograph of a woman and a man talking in a hallway. The woman is wearing a green top and a pink and black striped bag. The man is wearing a blue striped shirt and khaki pants.

B. Making your appointment:

- Click on Make Appointment

### Advising Appointment Menu

Please select the desired option

*No appointments have been scheduled*

- And then follow the directions:

### Search for Appointments

Please click Find Appointments to display all available appointments.

- A list of Available appointments and their length will appear. Select the appointment you want:

## Appointment Search Results

Select your Advising appointment

Select	Appointment Type	Date	Day	Time	Advisor
<input type="button" value="*"/>	Available Appointment - 45 min	1/2/2013	Wednesday	04:00 PM	Your Advisor
<input type="button" value="*"/>	Available Appointment - 30 min	1/3/2013	Thursday	02:15 PM	"
<input type="button" value="*"/>	Available Appointment - 30 min	1/3/2013	Thursday	02:45 PM	"
<input type="button" value="*"/>	Available Appointment - 30 min	1/4/2013	Friday	10:00 AM	"
<input type="button" value="*"/>	Available Appointment - 30 min	1/4/2013	Friday	10:30 AM	"
<input type="button" value="*"/>	Available Appointment - 45 min	1/4/2013	Friday	03:45 PM	"
<input type="button" value="*"/>	Available Appointment - 30 min	1/4/2013	Friday	04:30 PM	"

<input checked="" type="button" value="*"/>	Available Appointment - 30 min	1/10/2013	Thursday	03:30 PM	"
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- This is the selected appointment.

- You will receive an Appointment Confirmation. On this screen, **please confirm/enter your contact phone number**. We will use this number to contact you if we need to. E-mails are sent only to your University e-mail accounts.

## Appointment Confirmation

Please verify your CONTACT phone number, change as needed.

Phone Number	Extension
<input type="text" value="(412) 624-6003"/>	<input type="text"/>
Your University Email Address	
<input type="text" value="You@pitt.edu"/>	

C. Confirmation:

- The following message will appear. You can print this screen if you would like a receipt. An e-mail will also be sent to your Pitt e-mail account.

You have scheduled an academic advising appointment with:

**Your Advisor on Thursday, January 10, 2013 at 3:30 PM**

**Reminder: Keep in mind that advising appointments last approximately 30-45 minutes.**

Thank you for using the eSARS scheduling system. If you need to reschedule your appointment, you will need to log back in and cancel your initial appointment before being able to schedule a new one.

**If you desire a Receipt, please PRINT before closing.**

[Close this window](#)

- Here is an example of the e-mail you will receive.

From: as-advisingfrontdesk@mail.pitt.edu  
 Sent: Wednesday, January 02, 2013 1:07 PM  
 To: [Scheduling Student](#)  
 Subject: A&S Appointment Confirmation

This is a Receipt for your Advising appointment.

Advisor: [Your Advisor](#)  
 Date: Thursday, January 10, 2013  
 Time: 3:30 PM  
 Length: 30 minutes  
 Location: 274 Thackeray Hall

D. Changing your appointment:

- You are limited to one appointment at any one time. If you need to change your appointment, choose View or Cancel Appointments:

### Advising Appointment Menu

Please select the desired option

*The maximum number of appointments have been scheduled*

[Make Appointment](#)

[View or Cancel Appointments](#)

[View Appt. History](#)

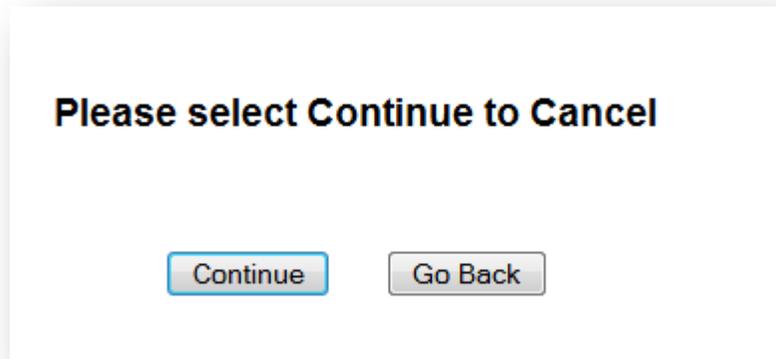
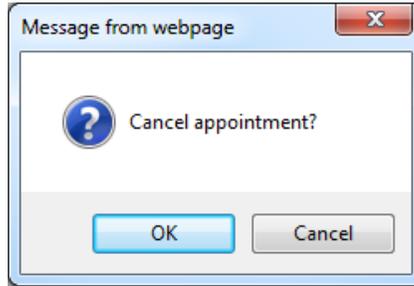
[Logout](#)

### Current Appointments

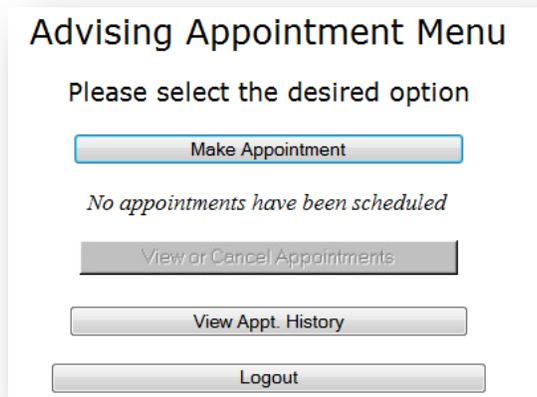
Cancel	Date	Day	Time	Advisor
<a href="#">*</a>	1/10/2013	Thursday	3:30:00 PM	Your Advisor

[Go Back](#)

- You will be asked to confirm the cancellation twice, once from the webpage and again from the system. Click OK and then Continue to Cancel.



- Once you have cancelled your appointment, the advising appointment menu will return and you will be able to make another appointment.



- Once you have finished using the system, be sure to Logout.

