How to Schedule an Advising Appointment via UA Success

- 1. Log onto your Blackboard account
- 2. Once logged in, click on "UA Success" on the top right hand side of the screen

U of A	Courses	CoursEval	Organizations	Mobile	Software	Support	,	UASucc	ess
Chat									
								Personalize Page	†1

3. Now, look to the left hand side of the screen. Click on "My Success Network."

😽 Home	Appointments - Students - Services - Q Search for Students
System An	nouncement: For UASuccess questions, visit Success.uark.edu or contact UASuccess@uark.edu
	Staff Dashboard
Staff Dashboard	🗞 Office Hours Appointment & Group Session & Event & Scheduling Wizard & GReserve Time
	Appointments Recent Changes
Dashboard	My Services
Messages	Advising: J. William Fulbright College of Arts and Sciences
My Success	€ 479-575-3307
Network	☑ Waiting Room
	Waiting Room is enabled for students.
Request Help	There are no students in the waiting room.
Courses	
Plans	Flags I'm Managing

4. Once on this screen, you will see pictures of your academic advisors. Choose the advisor you wish to meet with. Click "Schedule Appointment" under their picture.



5. Find a time slot that works for you. Make sure it is a time slot meant for you. For example, in the picture below there is only one appointment open and it is for History or Anthropology majors only.

Day	Week								
					Time Scal	e 💿 5 day 🔵 7 day	10-0	8-2017 to 10-14-2017	• •
		Mon 10/9	Tue 10/10		Wed 10/11	Thu 10/12		Fri 10/13	
12:00 pm							-		
-10							-		
.30 .4E		HIST & ANTH Advising	HIST & ANT	H Advieina			-		
		vallable		Traditioning			l. It		
1:00 pm	Ulla	Valiable	Unavaliable					Unavaliable	
:15	-		-			_			
:30	Una	vailable	Unavailable						
:45					HIST & ANTH Advising				
2:00 pm	🔵 Una	vailable	Unavailable		Unavailable				
:15									
:30	🔵 Una	vailable	Unava		🗘 Sign Up				
:45									
3:00 pm	🔵 Una	vailable	Unavailable		Unavailable				
:15									
:30									
:45									
4:00 pm									

--Once you find a time slot, click "+ Sign Up"

6. Now fill in all the blanks, and click "Submit"

With	Jordan, Daniel
* Reason	
Course	No Course 🗸
Select a reason in	order to complete the following fields:
When	2:30 pm 10-11-2017
* Duration	30 minutes
* Where	Champions Hall 322
Instructions	Please sign in at the front desk in the third floor lobby of Champions Hall. See you
Details	
Explain in detail what	at you are looking to accomplish in this appointment.