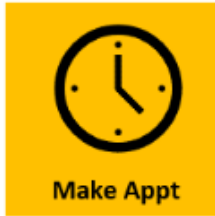
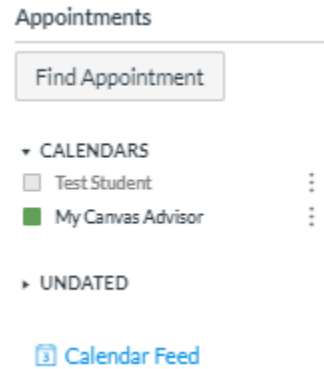


# HOW TO MAKE APPOINTMENTS IN MY CANVAS ADVISOR

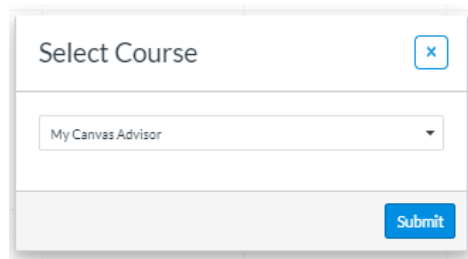
First, scroll down and click on “Make Appt”.



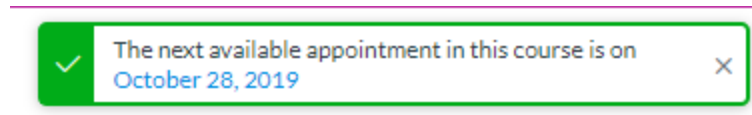
Then click on “Find Appointment” on the right-hand side.



Then Select “My Canvas Advisor” and click on Submit.



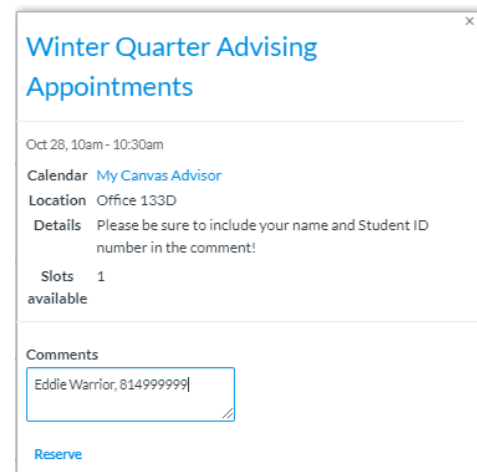
The calendar will show a message for the next available appointment at the Top of the Calendar Screen.



Find the day and select the appointment you want.

| 28  | 29 |
|---|----|
| 10a Winter Quarter Advising Appointments    |    |
| 10:30a Winter Quarter Advising Appointments |    |
| 11a Winter Quarter Advising Appointments    |    |
| 11:30a Winter Quarter Advising Appointments |    |
| 12p Winter Quarter Advising Appointments    |    |
| 12:30p Winter Quarter Advising Appointments |    |
| 1p Winter Quarter Advising Appointments     |    |
| 1:30p Winter Quarter Advising Appointments  |    |
| 2p Winter Quarter Advising Appointments     |    |
| 2:30p Winter Quarter Advising Appointments  |    |

Follow the details in the appointment and click on “Reserve”.



Your appointment is made!