Scheduling Advising Appointments

NOTE: Due to a recent software upgrade, the Success Network is not permitting students to schedule appointments with advising offices outside of their college.

1. Go to your preferred page to sign into the Success Network
   a. Success Network homepage
      i. Click the Login button on the right
   b. MyFAU
      i. Sign in
      ii. Click on the Success Network link
2. Go to your Success Network
   a. Click on the menu (three lines) in the top left

   ![Menu Button]

   **The menu button looks like this**

   b. On the menu that slides out click on “My Success Network”

   ![My Success Network]

   **Click to access your Success Network**

3. Once within your success network, you can decide if you want to schedule an appointment with
   a. A specific person
   b. Anyone within a specific office with available time

   ![Dashboard]

   ![Messages]

   ![Plans]

   ![Courses]

   ![Request Help]

   ![History]
Schedule an appointment with a specific person

1. Within your success network you have the people to whom you are connected (your assigned advisor(s), the instructor for each of your classes, financial aid counselor, career counselor, etc.).

2. To schedule an appointment click on the down arrow to the right of the advisor’s name then click on Schedule.
3. On the next screen, you will be asked for the reason for your meeting. Click on the arrow on the right to expand the list of reasons.

![Schedule Appointment]

**Derron Foreman**
COS College Advisor, COS General Advisor, COS Primary Advisor

What do you need help with?

*Advising: College of Science (UG)*

Advisor visit reasons are not displayed by default.

Click on the arrow to expand the list of reasons.

CANCEL  CONTINUE
4. Select your visit reason and click continue.
5. To select the day and time that works for you first click on the populated “To” date field and then select an end date from the calendar. You should then see the days and times the advisor is available for appointments.
6. On the confirmation screen verify that all content is correct and include any additional details in the comments field before clicking “Confirm.”

7. You should receive a calendar invitation with the details confirming the appointment. Accept the invitation but do not delete it. Doing so would cancel the appointment.
Schedule an appointment with anyone in an office
(Sometimes the day and time is more important than the person or maybe you haven’t established a relationship with someone in the office.)

1. After accessing your Success Network, scroll past “Your Connections” to the “Your Services” section. Here you can see the services that you are associated with. Locate the service/office. You can click on “Schedule” if the office allows you to schedule an appointment with anyone with available hours.
2. On the “What do you need help with?” page select the reason for your visit.

- Academic Petition
- Bachelor of General Studies (B.G.S.) Degree
- Degree Audit
- Holds
- Other
- Pre-Registration Advising
- Add / Drop / Late Registration
- Change of Major / Minor
- General Advising Visit
- Mid-Term Grades
- Permission / Overrides
- Withdrawal

2. Click continue.
3. Select the day and time that you would like to meet and tap continue. By default availability for the current week is displayed. You would need to click on the populated “To” date field and then select an end date from the calendar. You should then see all of the days and times available for all of the advisors within the service for the defined timeframe.
4. On the confirmation screen verify that all content is correct and include any additional details in the comments field before clicking “Confirm.”

5. You should receive a calendar invitation with the details confirming the appointment. Accept the invitation but do not decline the invite, doing so would cancel the appointment.