



SUPPORTNET

SOUTHEAST'S STUDENT SUCCESS NETWORK



Scheduling Appointments**

****Students are only able to schedule appointments with faculty and primary advisors who have set up their office hours through SupportNET.**

1. Log into **SupportNET** (Portal > Student SS > SupportNET Channel > click on [SupportNET Login](#)).
2. In **My Success Network**, click on the arrow beside the individual's name.

Professor Redhawk
Primary Advisor, Assistant Professor of Soaring

3. Select **Schedule**.

Professor Redhawk
Primary Advisor, Assistant Professor of Soaring

- Schedule
- Email
- Call
- View Profile

4. Click on what you need help with (Ex. Academic Advising, Course Related).

What do you need help with?

- Course Related
- Academic Advising

5. Click the appropriate reason and select **Continue**.

6. Select a **date and time**. *Make sure you look at the 'grey highlighted date' to verify date before selecting time*

What day and time works for you?

09-12-2018 → **09-24-2018**

Wednesday, September 12 2 available

- 11:00 am - 11:30 am Art 105 30m
- 11:30 am - 12:00 pm Art 105 30m

Thursday, September 13 2 available

- 11:00 am - 11:30 am Art 105 30m
- 11:30 am - 12:00 pm Art 105 30m**

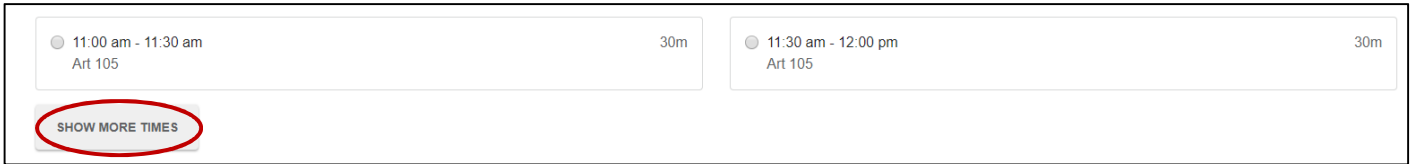
Friday, September 14 2 available

- 11:00 am - 11:30 am Art 105 30m
- 11:30 am - 12:00 pm Art 105 30m

Show group meetings



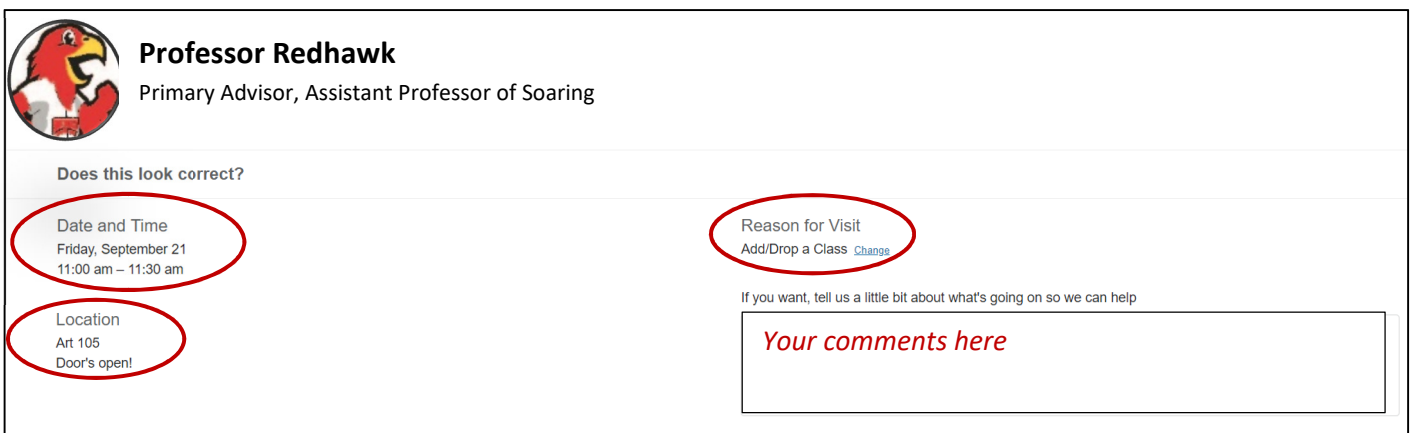
7. If the dates and times shown do not work for you, click on another day (or arrow to show next month) to see future availability. Then click **Show More Times** button at the bottom of the screen.



8. Continue Step7 until you find a time that works for you.

9. Click **Continue**.

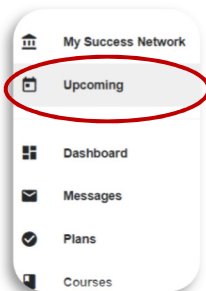
10. Validate date, time, location, and reason for visit. Add additional comments, if applicable.



11. Click **Confirm**

View or Edit your appointment:

1. From Menu > Upcoming



2. View your scheduled appointment – to cancel, click the three dots to bring up “Cancel Appointment”

