

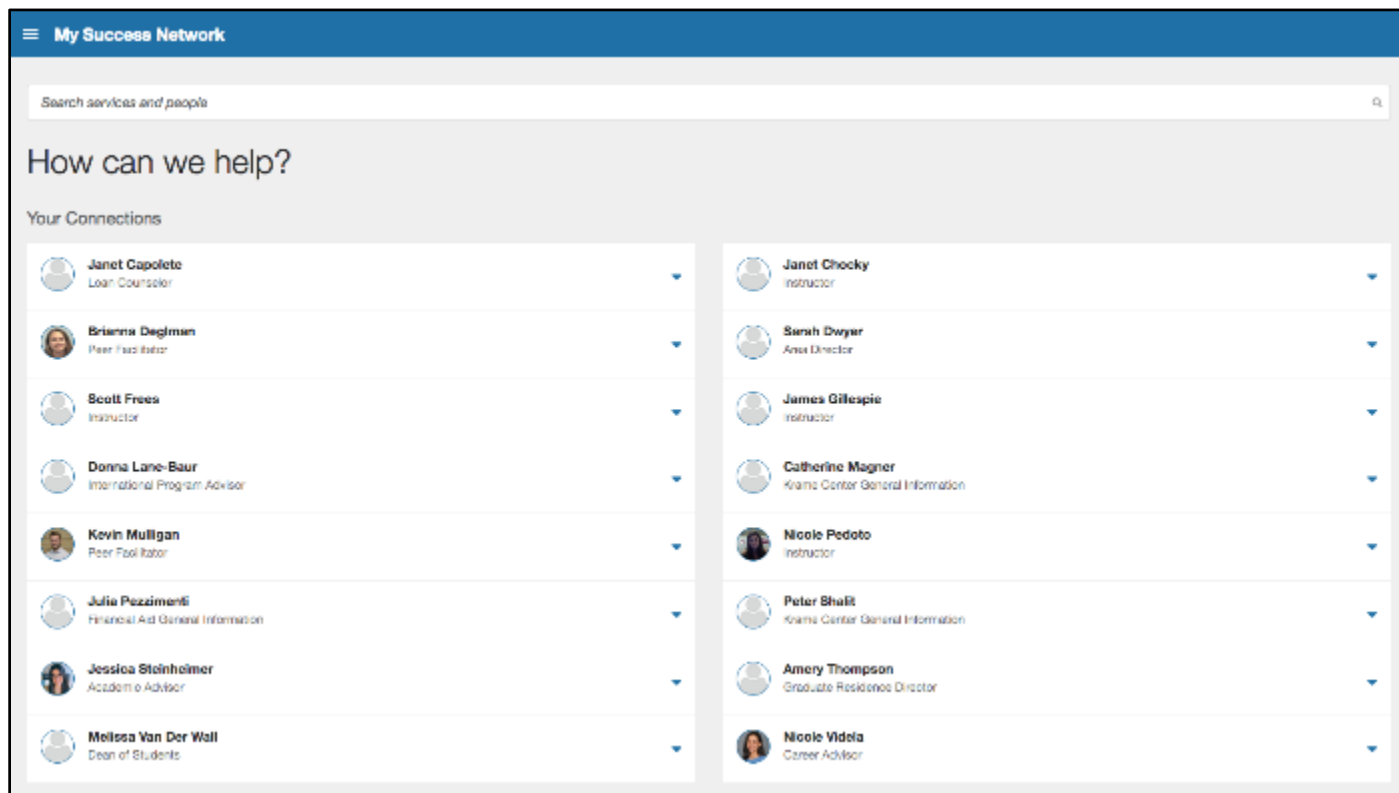


Connect

Making an Appointment

Scheduling an Appointment

- Go to web.ramapo.edu and click the red **Connect** button of the right side of the Intranet Home Page.
- Go to the **My Success Network** channel in the drop-down on the left-hand side of the Connect main page.
 - This will display a list of all people on campus with whom you can make appointments. Find your advisor's name on this list.



The screenshot displays the 'My Success Network' interface. At the top, there is a blue header with the text 'My Success Network' and a search bar containing the placeholder text 'Search services and people'. Below the header, the main content area is titled 'How can we help?' and features a section labeled 'Your Connections'. This section contains two columns of user profiles, each with a circular profile picture, the user's name, and their role. The profiles are as follows:

Profile Picture	Name	Role
	Janet Capotele	Lean Counselor
	Brianna Degman	Peer Facilitator
	Scott Freese	Instructor
	Donna Lane-Baur	International Program Advisor
	Kevin Mulligan	Peer Facilitator
	Julie Pezzimenti	Financial Aid General Information
	Jessica Steinheimer	Academic Advisor
	Melissa Van Der Wall	Dean of Students
	Janet Chocky	Instructor
	Sarah Dwyer	Area Director
	James Gillespie	Instructor
	Catherine Wagner	Kramo Center General Information
	Nicole Pedoto	Instructor
	Peter Shalit	Kramo Center General Information
	Amery Thompson	Graduate Residence Director
	Nicole Videla	Career Advisor

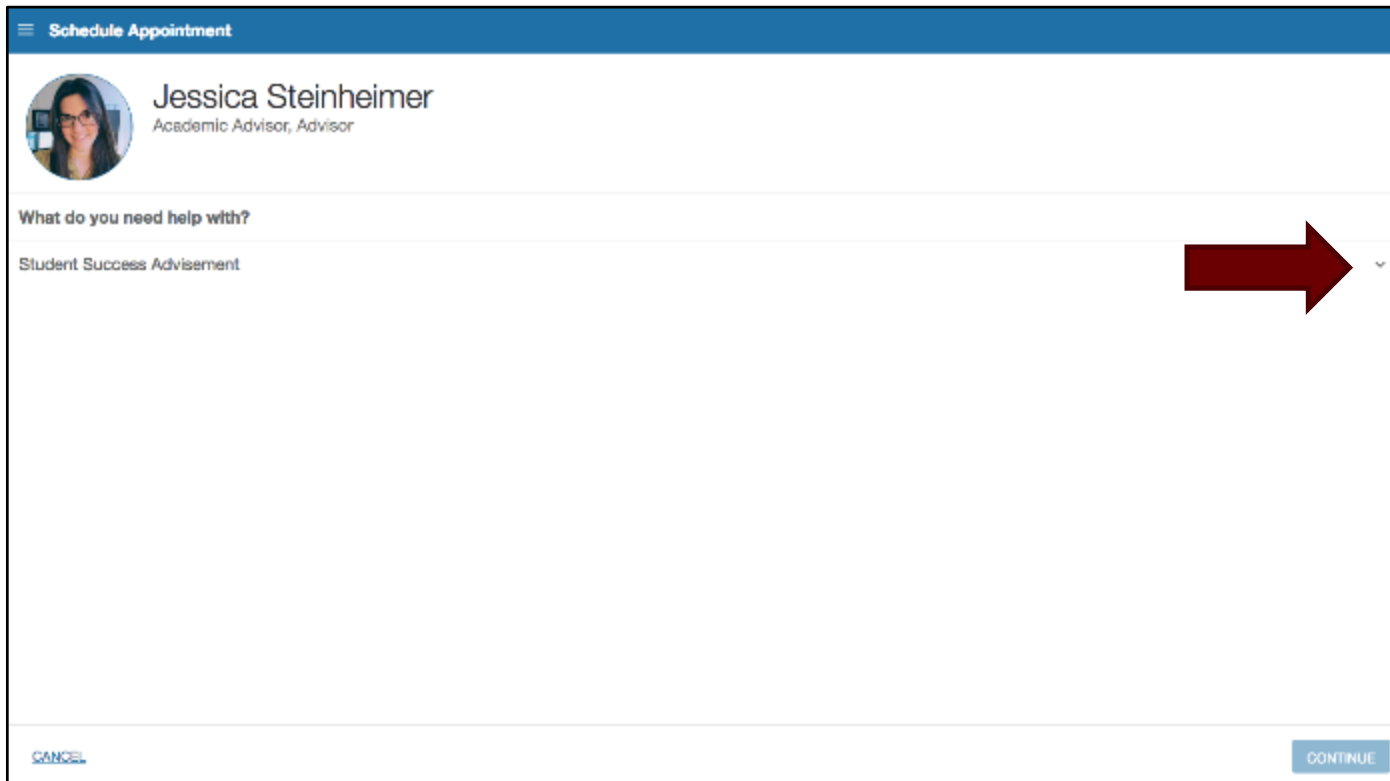
Scheduling an Appointment

- Click on the drop-down next to your academic advisor, then click “Schedule”



Scheduling an Appointment

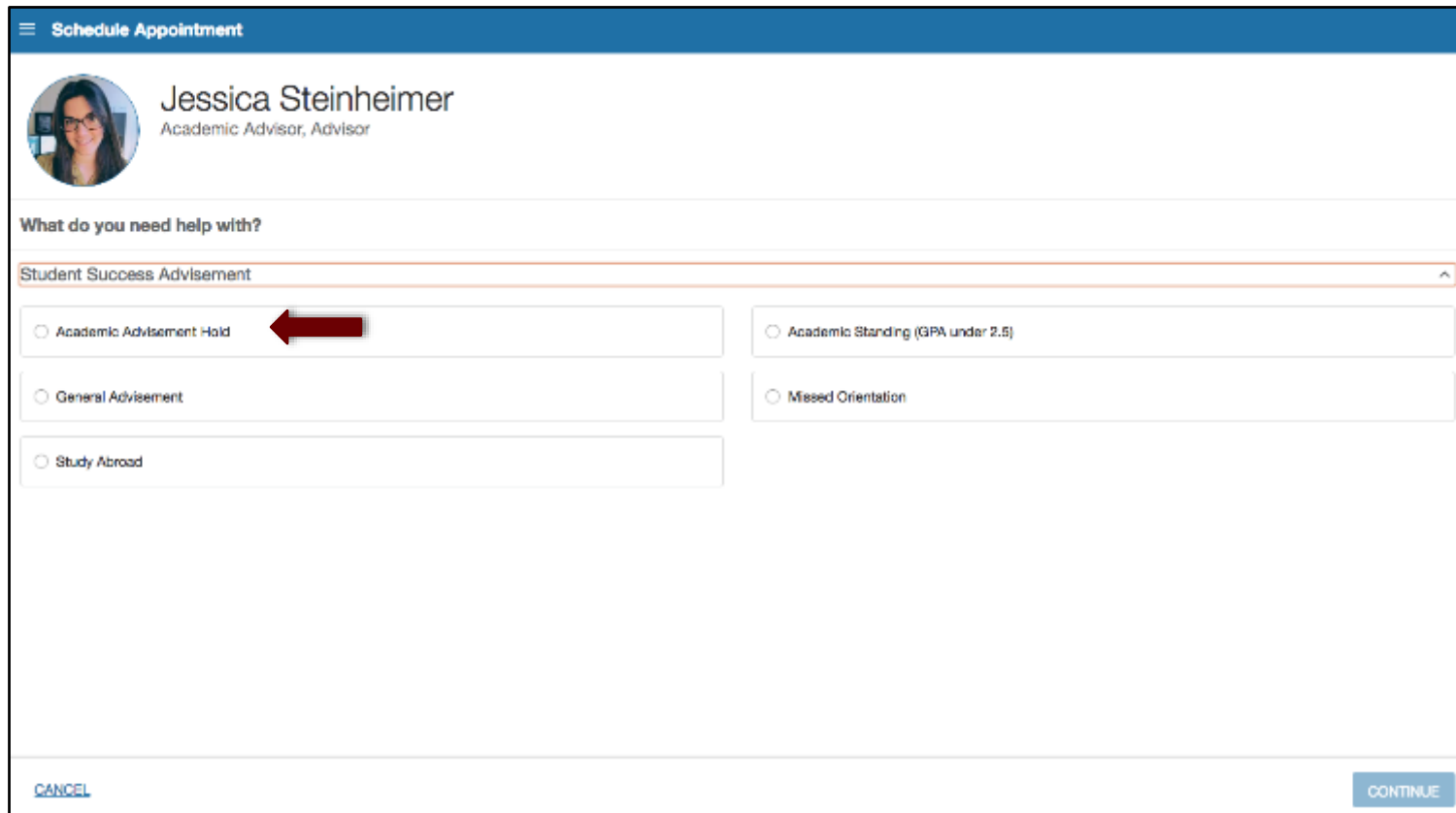
- Click on the drop-down next to “Student Success Advisement”, then click “Continue”



The screenshot shows a web interface titled "Schedule Appointment". At the top left, there is a blue header with a hamburger menu icon and the text "Schedule Appointment". Below the header, on the left, is a circular profile picture of a woman with glasses. To the right of the profile picture, the name "Jessica Steinheimer" is displayed in a large font, with "Academic Advisor, Advisor" in a smaller font below it. Below the profile information, there is a section titled "What do you need help with?". Under this section, the text "Student Success Advisement" is displayed. To the right of this text is a small downward-pointing arrow, indicating a dropdown menu. A large red arrow points to this dropdown arrow. At the bottom left of the interface, there is a "CANCEL" button, and at the bottom right, there is a "CONTINUE" button.

Scheduling an Appointment

- Select which option you would like to schedule an appointment for, then click “Continue”




The screenshot shows a web interface for scheduling an appointment. At the top, there is a blue header with a hamburger menu icon and the text "Schedule Appointment". Below the header, there is a profile section for "Jessica Steinheimer", identified as an "Academic Advisor, Advisor", with a circular profile picture. The main section is titled "What do you need help with?". A dropdown menu is open, showing "Student Success Advisement" as the selected option. Below the dropdown, there are five radio button options: "Academic Advisement Hold" (highlighted with a red arrow), "Academic Standing (GPA under 2.5)", "General Advisement", "Missed Orientation", and "Study Abroad". At the bottom left, there is a "CANCEL" link, and at the bottom right, there is a blue "CONTINUE" button.

Scheduling an Appointment

- Select an available time that works for you. You can select different days from the calendar on the left. Then click “Continue”.

Schedule Appointment

 **Jessica Steinheimer**
Academic Advisor, Advisor

What day and time works for you?

08-19-2018 → 08-21-2018

← September 2018 →

Ka	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Show group meetings

Thursday, September 20 9 available

<input type="radio"/> 9:00 am - 9:30 am D207	30m	<input type="radio"/> 8:30 am - 10:00 am D207	30m
<input type="radio"/> 10:30 am - 11:00 am D207	30m	<input type="radio"/> 11:00 am - 11:30 am D207	30m
<input type="radio"/> 11:30 am - 12:00 pm D207	30m	<input type="radio"/> 1:00 pm - 1:30 pm D207	30m
<input type="radio"/> 2:30 pm - 3:00 pm D207	30m	<input type="radio"/> 3:30 pm - 4:00 pm D207	30m
<input type="radio"/> 4:00 pm - 4:30 pm D207	30m		


Friday, September 21 10 available

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Scheduling an Appointment


- Review the appointment details and add any additional comments or concerns. Then click “Confirm”.


☰ Schedule Appointment



Jessica Steinheimer
Academic Advisor, Advisor

Does this look correct? 

<p>Date and Time Thursday, September 20 9:00 am - 9:30 am</p>	<p>Reason for Visit General Advisement change</p>
<p>Location D207 Please sign in for your appointment in room D207 - the Center for Student Success main office.</p>	<p>Course add course</p> <p>If you want, tell us a little bit about what's going on so we can help </p> <input type="text"/>

[BACK](#)  [CONFIRM](#)