

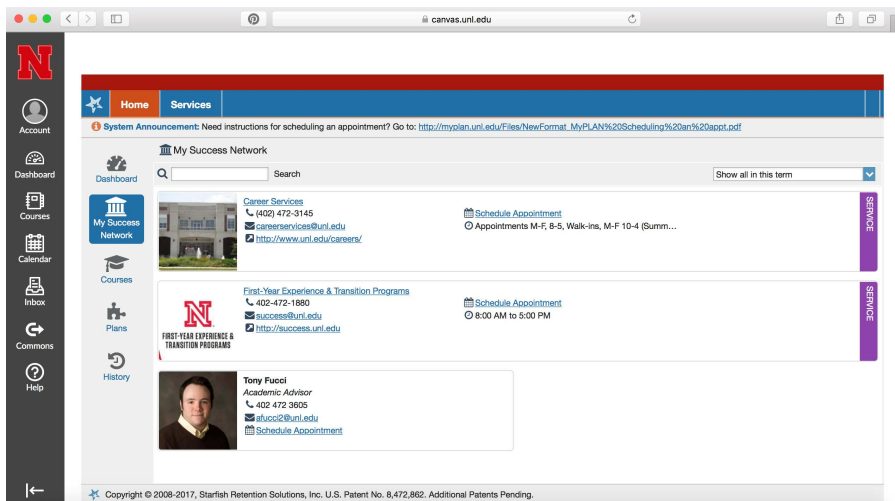


Scheduling an Appointment through MyPLAN

It's easy to schedule appointments in MyPLAN. Just follow the instructions below. You will receive a confirmation email after you have scheduled the appointment.

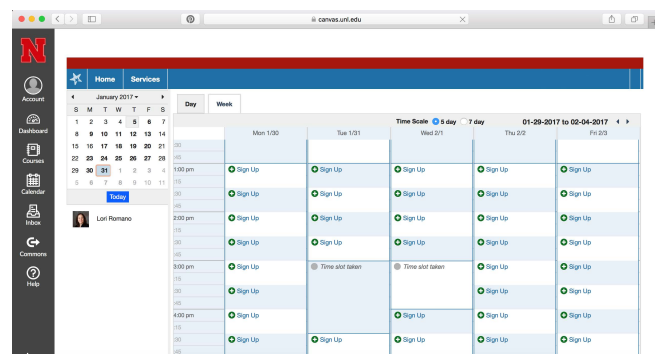
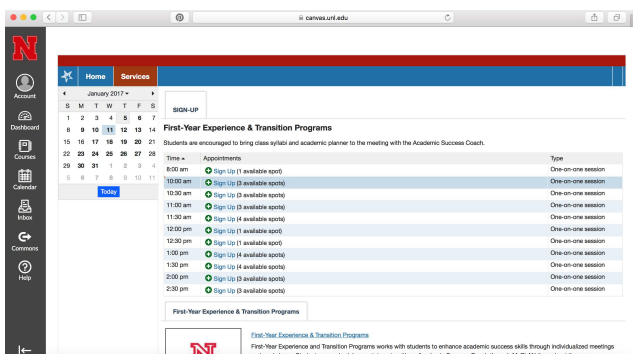
****Please note - some individuals may not accept appointment requests online. If you are unable to schedule online, please call or visit the office for assistance.**

1. Log into Canvas through <http://my.unl.edu>
2. Click the MyPLAN link in the course menu.
3. Click "My Success Network" to see your Academic Advisor and other resources. You can use the search box for additional resources.



4. Click "Schedule Appointment" to see available dates and times.

****Please note, if you click "Schedule Appointment" under a department, you will be matched with the first available staff member at your preferred meeting time. If you wish to meet with a specific person, click "Schedule Appointment" under that person's name.**



5. Click on a time that works for you, and complete the information in the scheduling window. Be sure to include information under "Details" to help the staff prepare for your meeting.
6. Click "Submit"
7. You will receive a confirmation of the appointment and reminders via email.