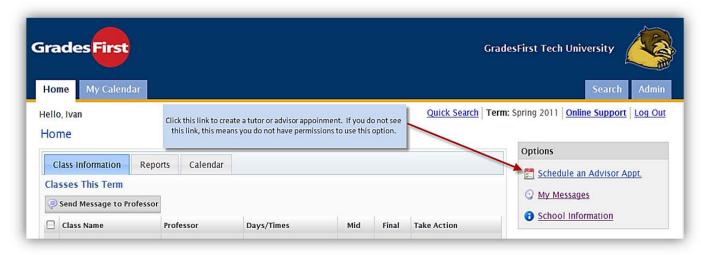**Note:** *The pages that follow are intended to expound on each topic shown above (1-4). Each topic will fit on a single page make printing all or parts of this document rather easy. Need to print the page on "**Requesting a Tutor Appt**", that's easy, simply print page 5-6.*
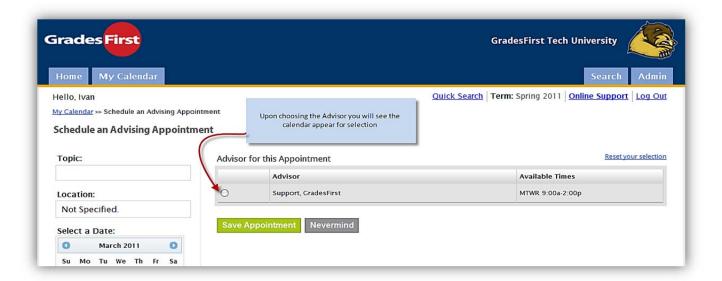
Schedule an Advisor Appt - *If this link is visible on your Home page, then permission has been granted for you to create a tutor/advisor appointments.*
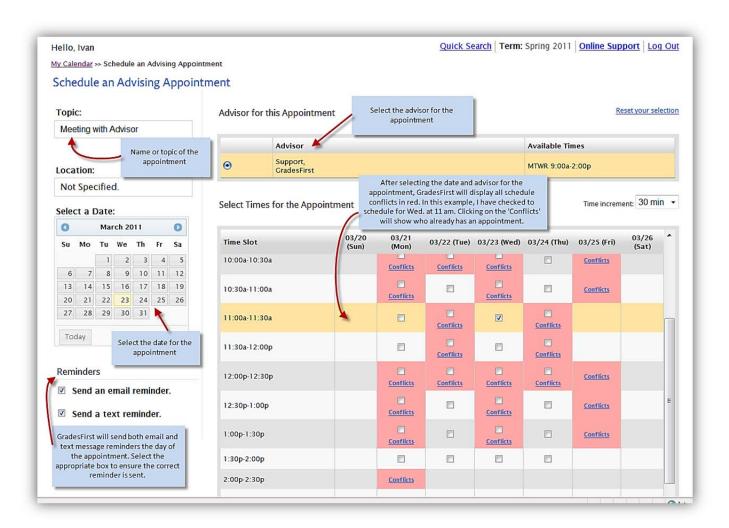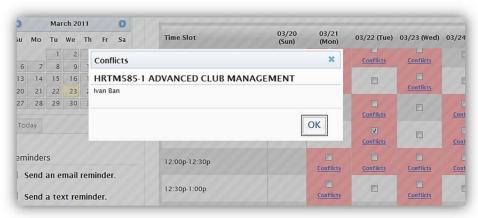
Add an Appointment

Use this option if you wish to create a tutor or advisor appointment. Using this option will actually create and schedule your appointment of choice. After the appointment has been saved, GradesFirst will send emails to attendees as well as update everyone's calendars.

Clicking the 'Schedule an Advisor Appointment' link will display a screen similar to the one below.

(Above) If there is a conflict; you can click on the 'Conflicts' link and you will see who has a scheduled appointment conflict and what is occurring.

After you have selected a date, advisor and time for the appointment, click Save. This will then create the appointment, update calendars and send emails notifying users of the appointment. Email reminders, if checked, will be sent the day of the appointment (at 6:30 CST) while text reminders are sent "xx" minutes before the appointment.

Depending on which type of appointment is being created, the section that allows you to 'Select the Advisor' will either display a list of advisors or tutors. Next to each person will be their available meeting times.