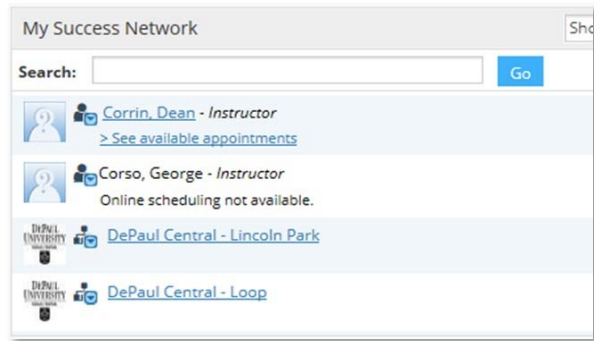


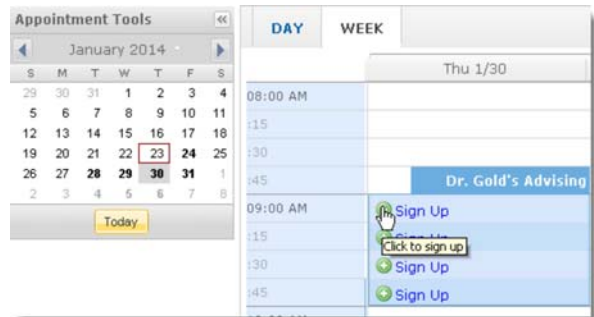
Make an Appointment with an Advisor and Others in “My Success Network”

Some advisors and support services may schedule appointments through BlueStar.

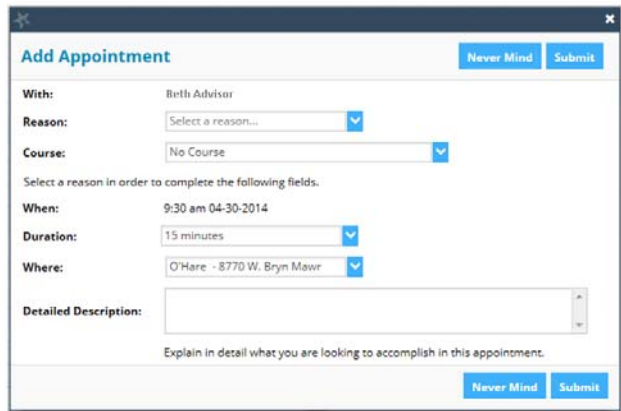
1. **Go to the My Success Network channel on your BlueStar homepage**, scroll to find the advisor or other DePaul resource that you are looking for, click on the “See Available appointments” link under the resource’s name.
 - BlueStar will indicate whether the person in your Success Network is scheduling appointments online.



2. **Move through the calendar** using the mini calendar tool located in the left column. All dates with available office hours will be bold.
 - **Click the Sign up link** associated with an available meeting time.



3. **Complete the form** by selecting a reason for the meeting and including a detailed description to help your advisor or other resource prepare for your meeting.
 - **Click the Submit button.** You’ll get an email confirmation of the appointment.



Your existing appointments will be listed in your Appointments channel. Click the calendar icon for additional information.

