How To Schedule a First-Year Forward Coaching Appointment

- 1. Log into <u>Navigate</u> using your UWM student account information.
- 2. Select the "Appointments" tab on the right-hand side of the menu bar.



3. Click on the "Schedule an Appointment" button on the top right.

< Go back (Dashboard		
Appointments		Schedule an Appointment
My Appointments My Team History		
Upcoming		
	• * •	

4. Select "Coaching" as the appointment type. Then, select "Coaching" as the service type. Then, select your desired date and click the "Find Available Time" button.

New Appointment What can we help you find?						
What type of appoint	ment would you like to schedule? *					
Coaching	× ~					
Service *						
Coaching	× ~					
Pick a Date()						
August 30, 2023	~					

5. Select Lana Platz or Koukab Al Gharibi as the staff. Then, select your meeting type preference. Then, choose SSC-Bolton 120 as the location. Finally, click on your desired meeting time.

Coac	hing						SSC-Bolton 120
Service	a						
Coac	hing						Tue, Sep 5th
Pick a	Date						(2:15-3:00 PM)
August 2023		< 30		30	>	Fri, Sep 8th	
S	м	т	W	т	F	S	
		1	2	3	4	5	(200-1245 PM) (1245-130 PM) (130-216 PM)
6	7	8	9	10	11	12	Mon, Sep 11th
13	14	15	16	17	18	19	(8:30-9:15 AM) (9:15-10:00 AM) (1:00-1:45 PM) (1:45-2:30 PM) (2:30-3:15 PM) (3:15-4:0
20	21	22	23	24	25	26	Tue, Sep 12th
27	28	29	30	31			(1:30-2:15 PM) (2:15-3:00 PM) (3:00-3:45 PM)
							Thu, Sep 14th
Staff	Dista	che (h		ie Eire	+ Veer F	Convert M. L.	(8:30 - 9:15 AM) (1:00 + 1:45 PM) (1:45 + 2:30 PM)
Lana	F1012 (2115/116	a) (10	an i na	te real r		
How w	rould y	ou like	to me	et?			Tue, sep 19th
In-Pe	rson					×	(2:30 - 3:15 PM) (3:15 - 4:00 PM)
Locati	on						Wed Sep 20th
SSC-Bolton 120 X V						x v	

6. Review your appointment details and add any comments if applicable. Then, hit the "Schedule" button.

Review Appointment Details and Confirm	
What type of appointment would you like to schedule? Coaching	Service Coaching
Date 09/11/2023	Time 1:00 PM - 1:45 PM
Location SSC- Bolton 120	
Staff Lana Platz (she/her) (Your First-Year Forward Success Coach)	
Details In-person meetings are in the Student Success Center (Bolton Hall 120). You can check in with the front desk upon arrival. Virtual meetings will be over Microsoft Teams. Your Coach will email you the link and download instructions before your meeting.	
How would you like to meet? *	
You are seeing the meeting types available for this time slot. Would you like to share anything else? Add your comments here	
Email Reminder Commentation Reminder will be sent to nmamer@uwm.edu	
Text Message Reminder	
Phone Number for Text Reminder 4144690007	
Schedule	