How to Use ISUAppointments within AccessPlus to Schedule an Appointment

Step 1: Click on the “Request Appointment” button.

Step 2: Click on drop down and select Campus Appointments.

Step 3: Select what type of appointment you are scheduling.
**Step 4:** Select the reason for your appointment.

![Select Reason for Appointment]

**Step 5:** Click Next.

![Next button]

**Step 6:** Start typing your location (ie major, building, college, office).

![Select Location]

---
Step 7: Click on the box to select who you want to meet with.

Step 8: Click on a day that you would like to schedule an appointment and a box with available times will appear. Click on a time and then the Next button. If you want to see if there are Drop-In hours available, you can click on the “View Drop-in Times”. If there are no drop-in times, it will be blank.
**Step 9:** Make sure that you confirm your appointment.

Once your appointment is confirmed, you will get a notice that says “Success! Your Appointment Has Been Created”