Student Instructions for Scheduling Virtual Advising Appointments

Go to: https://northwestern.inspire.civitaslearning.com/login
Log in with your netID

1. From your home screen, click on Schedule Appointments.

2. Select your Adviser from the drop-down menu, select a Date Range if desired, and click Search.
3. Select an available appointment from the Search results.

4. Select a Meeting Type, add Session Notes if desired, and click Schedule.
5. The Location of the meeting will contain the link to your virtual appointment.

   Date/Time
   Apr 06, 2020, 11:00 am-11:30 am

   Appointment Type
   Virtual Meeting

   Location
   https://northwestern.zoom.us/my/AdviserName

   Session Topics
   Academic Progress and Planning

   Session Note
   (visible to advisor)

6. This link will also be in your confirmation email.

   **Appointment with Adviser Name**

   Your appointment with: Adviser Name

   **Appointment**
   When:
   Monday, April 6th, 2020, 11:00am - 11:30am (CDT)
   Where:
   https://northwestern.zoom.us/my/AdviserName

   Session Topics:
   Academic Progress and Planning

7. At the time of your appointment (Central Time), please click on the link in the confirmation email. If the adviser is still meeting with another student or is not yet ready, you will go into their virtual "waiting room". The adviser will see that you are there and ready to meet. Please wait for them, and they will connect with you when they finish their prior appointment.