

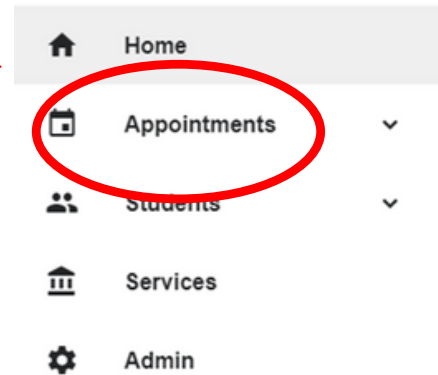


NEVADA STATE UNIVERSITY
ACADEMIC
ADVISING CENTER

Scorpion Success Network Schedule an Appointment

Step 1: Login to Scorpion Success Network.

Step 2: Click the **three lines** (menu icon) at the top left of the screen. Click **Appointments**.



Step 3: Select the person's calendar that you would like to schedule the student with

Step 4: Click the plus icon, input the details below, then click submit.

- **Student:** You can input the student's NSHE or name. Once the student's name pops-up select the student's profile
- **When:** Select the date and time of the appointment
 - Automatically set for 30 minutes, if appointment needs 1 hour, adjust time accordingly here
- **Where:** Select the location
- **Course (optional):** If the student is asking for assistance for a specific course
- **Detailed Description:** Indicate what the student needs from the appointment. For phone appointments, put student's phone number in this box. Students can be the note once saved.

