

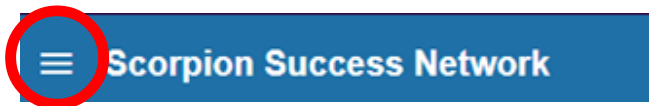


NEVADA STATE UNIVERSITY
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Scorpion Success Network Advising Note

Step 1: Login to Scorpion Success Network.

Step 2: Click the three lines (menu icon) and select **Appointments**.



Step 3: Hover mouse over the **calendar icon**. A separate window should pop up. Click Outcomes

The screenshot displays the Scorpion Success Network interface. At the top, there are navigation buttons: Office Hours, Appointment, Group Session, Event, Reserve Time, and Scheduling Wizard. Below these are tabs for Agenda, Day, Week, and Schedule. A calendar view shows a time slot from 8:00 am to 11:00 am. A red circle highlights a calendar icon next to the appointment 'Scorpion_Scot (10:00 am)'. A pop-up window for 'Scot Scorpion' (ID: 1013485797) is open, showing details: Today at 10:00 am, Scheduled: Today at 1:44 pm, Phone Appointment, and Advising Hold. A red circle highlights the 'Outcomes' button in the pop-up window. The pop-up also includes 'Edit', 'Cancel', and 'View' buttons. A photo of the Scorpion mascot is visible on the right side of the pop-up.

Step 4: Input the start and end time of the appointment. In the comment box, write a summary of the appointment.



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Step 5: Click the **SpeedNotes** tab. Here, you can check the boxes for topics discussed with the student to make the note-taking process more efficient.

Step 6: If you need to attach a document (e.g. degree sheets or forms), click on the student's name

Step 7: Click the **File** icon

Step 8: Upload the desired file. Please note that the attachment will not be directly linked to the appointment, so it's helpful to include the corresponding appointment date in the file name. Once the file is uploaded, click **Attach**.

