

# Scheduling an Engineering Advising Appointment through an E-mail Invitation

You will receive an e-mail similar to the one below when it is time to schedule your required advising appointment for the current term:



## Please schedule your Tickle College of Engineering Advising Appointment.

Hello :

Please schedule an appointment for your mandatory semester academic advising with the Engineering Advising Office in 316A Perkins Hall. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

[Schedule an Appointment](#)

You can also copy and paste this address into your web browser.


<https://utk.campus.eab.com/a/KbEMHfXM5s>

Thank you!

- For academic assistance or appointment concerns, contact your **advisor**.
- For questions regarding this message, respond directly to the **sender**.
- For **technical** assistance using Navigate, contact [navigate@utk.edu](mailto:navigate@utk.edu).

Once you click on the link in the e-mail to schedule your appointment, you will be taken to a page that looks like this:

## Schedule Appointment



Hi, Please Schedule Your Appointment Below.

CHOOSE A STAFF Any Staff ▾

### Choose A Day

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### Comments

Is there anything specific you would like to discuss?

Comments...

You will be sent an email reminder to [dgrah20@tennessee.edu](mailto:dgrah20@tennessee.edu) the morning of your appointment.

Please provide a mobile number below if you want to receive a text reminder.

Phone Number

Review Appointment Details

If you want to meet with a specific advisor, please make that selection first. Otherwise, advisor will be chosen automatically by the system based on availability.

CHOOSE A STAFF Any Staff ▾

Any Staff

Lisa C Byrd

Katheryn Burford

Tucker F Adkins

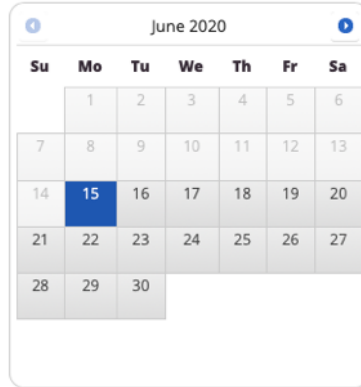
### Comments

Is there anything specific you would like to discuss?

Comments...

Next, choose a date for your appointment. Dates that appear faded (light grey) are NOT available to choose – be sure to choose an available day.

### Choose A Day



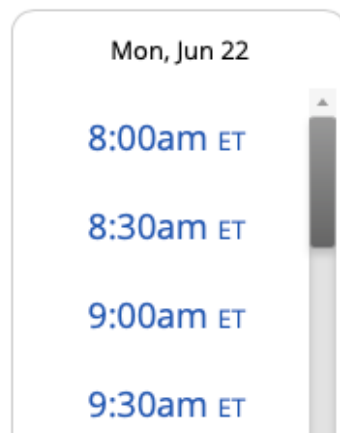
If there are no available appointments on the day you have chosen, you will see this message:

### Choose A Time

No availabilities found on Wed, Jul 01. Please choose another day.

If appointments are available on the day you have chosen, you will see a list of times to choose from. Select the time that works best for you.

### Choose A Time



After you select a time, the last box will become available for comments and text reminders. Please leave a comment with important details or anything specific you want to discuss during your appointment. When typing in your phone number, you must use the format 000-000-0000. (Use dashes)

The image shows two side-by-side panels. The left panel, titled "Choose A Time", displays a date "Mon, Jun 22" and a vertical scrollable list of times: 8:00am ET, 8:30am ET, 9:00am ET (highlighted in a blue oval), 9:30am ET, 10:00am ET, and 10:30am ET. A right-pointing arrow is between the panels. The right panel, titled "Comments", contains the question "Is there anything specific you would like to discuss?". Below it is a text input box containing "I would like to change my major from Mechanical Engineering to Civil Engineering". Further down, there is a note: "You will be sent an email reminder to the morning of your appointment." and another note: "Please provide a mobile number below if you want to receive a text reminder." Below these notes is a "Phone Number" input field and a blue button labeled "Review Appointment Details".

After you click "Review Appointment Details," you will see the following (NOTE: not done yet!) **You MUST click "Confirm Appointment" to finalize and reserve your appointment time.** Please see FINAL STEP on next page:

## Schedule Appointment Review



Almost Done... Please Review And Confirm Your Appointment Details Below.

### Appointment Details

The screenshot shows a summary of appointment details. It includes fields for "Who:" (with a dropdown menu), "Why:" (General Engineering Advising), "When:" (Monday, June 22, 9:00am - 9:30am ET), and "Where:" (Engineering Advising - 316A Perkins Hall). There is an "Additional Details:" section, a "Your Comments:" section with the text "I would like to change my major from Mechanical Engineering to Civil Engineering", and "Reminders:" sections for "Email at" and "Text at" (with a dropdown menu). At the bottom, there is a link "[Go Back and Edit This Appointment]" and a blue button labeled "Confirm Appointment" which is circled in red.

You MUST click "Confirm Appointment." Your appointment is not scheduled until you click "Confirm Appointment."

Click on “Confirm Appointment” to schedule your appointment and you will see the following confirmation screen:

Congratulations ! Your appointment has been scheduled.

### Appointment Details

**Who:**  with  
Lisa C Byrd

**Why:** General Engineering Advising

**When:** Monday, June 22  
9:00am - 9:30am ET

**Where:**  
Engineering Advising - 316A Perkins  
Hall

**Reminders:** Email at  
  
Text at

Once you see the above confirmation (*Congratulations! Your appointment has been scheduled*), you can close the window.