How to Make an Advising Appointment in UMKC Connect

UMKC Homepage – UMKC Connect tab (bottom of page) >  
Log-in (with your personal SSO and password > Click on Starfish menu icon at top left

Make an Appointment

1. From the My Success Network, click the ellipses beside the name of the person you want to schedule an appointment with, and then select Schedule. For Services where appointments are available, select Schedule for the desired service.

(To make an appointment with an instructor, start the process using Courses tab under the main menu dropdown)
2. Select the ‘Scheduled Advising’ tab.

3. Select the your reason from the list.
4. Adjust the date range as needed to find days and times that work for your schedule, and then select a time from the list.

5. Complete your sign up by adjusting any details, such as duration or course, where applicable, and add a description for why you want to meet.

6. Click Confirm (bottom right of screen) to finish scheduling the appointment. You will get an email with the appointment details and the appointment will be listed on your Dashboard. If this is a Zoom appointment and you already have downloaded the Zoom app, you can use the URL that is sent in the email to log-in at the appropriate appointment time.
### Schedule Appointment

**Hadara Bar Nadav**  
Departmental Advisor

**Does this look correct?**

<table>
<thead>
<tr>
<th>Data and Time</th>
<th>Reason for Visit</th>
</tr>
</thead>
</table>
| Thursday, March 19  
9:00 am – 9:30 am | General Advising |

**Location**  
ZOOM Meetings  
Schedule link: [https://university.zoom.us/my/hbarnadav](https://university.zoom.us/my/hbarnadav)

**Meeting Instructions**  
Office hours and advising hours will be online only through the end of the spring semester. Please make an appointment via Connect. I will be using Zoom (audio) for advising. If you need more information on using Zoom, see [https://dlc.unc.edu/support/zoom-support](https://dlc.unc.edu/support/zoom-support).

**Course**  
[Add a course]

If you want, tell us a little bit about what’s going on so we can help.

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**CONFIRM**