Getting Started with Appointment-Plus

Use these instructions to help you make your first appointment with our new online appointment system, or click HERE to go to our site.

1. Go to the Undergraduate Student Services website:
   http://www.memphis.edu/fcbeusso/index.php

2. Click “Request Advising” on the left side of the page.

3. Now select “Make an Online Appointment” from the left menu.

4. If you are a first time user of this system click the Create an Account button. The screen below will be displayed. Enter all information.

Click on the Create Account button after all information is entered correctly. You are now registered for Appointment-Plus.
5. Returning users should **Login** with your UUID#. Please use this format: UXXXXXXXX.

6. **Select Major.** Go to the Select Major box.

7. Once you select your major, select your advisor.

8. **Select Date.** When you select your advisor, a calendar will appear.

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9. **Select Appointment Time.** When you click a date, you’ll see the available appointment times for that day as well as other days that week. Choose what best fits your schedule.

![Select Appointment Time](image)

10. **Enter Required Information.** When you have chosen your appointment time, your screen should look something like this.

![Enter Required Information](image)

- Please fill out the form completely, with special attention to providing a U Number. Students not yet admitted to the University may use an email as login.
- **What is the reason for your appointment?** Please provide your advisor with details.
- **E-mail Confirmation and Reminders.** Confirmation and reminder e-mails for this appointment will be sent to (separate additional e-mail addresses by commas):  
  - **Indicate text reminder preference (optional):**
    - Send text reminders (Terms and Conditions)
    - Carrier
    - Example 000-000-0000
    - Carrier not listed
    - Do not send text reminders

You will have the option to receive a reminder via text message. **Enter your mobile phone information** if you would like to receive the text reminder.

When you have entered all information, click the “Finalize Appointment” button.
11. When you click the **Finalize Appointment** button, you will see your appointment information and a message similar to the one below.

![Appointment Confirmation Message]

12. **Canceling Your Appointment.** If you can’t come to your appointment for any reason, it is important that you cancel your appointment. When you cancel your appointment now or at a later time, you will receive a message like the one below.

![Appointment Cancellation Confirmation]

13. The next time you use the system you will select “**Login**” and enter your UUID# the same way you did the first time you used the system.
Appointment-Plus is Available 24/7