Login to Navigate at https://memphis.campus.eab.com or through the link in the myMemphis portal

Click on the **blue Schedule an Appointment** button in the upper right of the screen

Make the appropriate selections from the three drop down menus based on the type of appointment you wish to schedule and **click Next**. The example below shows the selections for an **In Person** appointment with your **Academic Advisor**

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**Schedule Appointment**

What type of appointment would you like to schedule?

- **Academic Advising**

To help you find a time, please tell us why you’d like to see someone.

- Advising Appointment (Try this first)

Choose from the following options and click Next.

- Advising: In Person

---

Next →
Select the appropriate **location** and **click Next**. In most cases, you will only have 1 option.

**Schedule Appointment**

What location do you prefer?

*Academic Counseling Center-125 Pad...*

Who would you like to meet with? You may choose more than one person.

*Any Staff*

If you don’t have a preference, just click Next.

You can scroll from one week to the next and click on **Morning** or **Afternoon** to see available times.

**Schedule Appointment**

### Times From May 28 To June 01

<table>
<thead>
<tr>
<th>Tue, May 28</th>
<th>Wed, May 29</th>
<th>Thu, May 30</th>
<th>Fri, May 31</th>
<th>Sat, Jun 01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning 2 Available</td>
<td>Morning N/A</td>
<td>Morning N/A</td>
<td>Morning N/A</td>
<td>Morning N/A</td>
</tr>
<tr>
<td>Afternoon 6 Available</td>
<td>Afternoon N/A</td>
<td>Afternoon N/A</td>
<td>Afternoon N/A</td>
<td>Afternoon N/A</td>
</tr>
</tbody>
</table>

*All times listed are in Central Time (US & Canada).*

refreshed at 8:47am CDT.
Select the **date/time** that works for you and **click Next**

**Schedule Appointment**

![Schedule Appointment Grid]

Confirm that all details are correct including the **mobile number displayed** for your text message reminder. **Click** the blue **Confirm Appointment** button to schedule your appointment.

**Schedule Appointment**

![Schedule Appointment Details]

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.