Getting Started with Appointment-Plus

Use these instructions to help you make your first appointment with our new online appointment system.

1. Go to the Fogelman College of Business & Economics Website: http://www.memphis.edu/fcbe.

2. Click the “Make Your Appointment Online” button.

3. 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.
4. Returning users should **Login** with your UUID#. Please use this format: UXXXXXXXX.

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

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

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

   - Click an underlined date to make an appointment. In this example, 8 has a line underneath it, so it can be clicked.
8. **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.

![Select Appointment Time](image)

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

![Enter Required Information](image)

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.
10. When you click the **Finalize Appointment** button, you will see your appointment information and a message similar to the one below.

![Appointment confirmation message]

You can cancel your appointment by clicking the blue cancel link.

11. **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 message]

Click **OK** to make your appointment time available for another student. You can log back in to Appointments Plus at a later time to cancel or reschedule your appointment.

12. 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.

![Login screen]

**Appointment-Plus is Available 24/7**