

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.

Create an Account

** Indicates required field*

* First Name

Middle Name

* Last Name

* U Number Your U number is required. Find your U number (UXXXXXXXX) on your communications from The University of Memphis Office of Admissions, or in myMemphis.

* Primary Phone

* UofM E-mail If you do not have a UofM Email, please fill an Alternate Email address to which you would like an appointment confirmation and reminder sent.

Contact Okay yes no

Call Okay yes no

E-mail Okay yes no

Assigned To Only make an appointment with your assigned advisor. Select your advisor from this list. If you have not yet met with your advisor, please leave this field blank.

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.

The screenshot shows a user interface with two main sections. On the left, there is a 'Create an Account' section with the text 'Please create an account to get started' and a 'Create an Account' button. On the right, there is a 'Log In (returning users)' section with a 'U Number' input field and a 'Log In' button. A blue callout box points to the 'Log In' section with the text: 'Login with your UUID# here. Please include the U.'

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

The screenshot shows the 'Appointment Locator' form. The 'Select Major' dropdown menu is open, showing 'Accounting Major' as the selected option. A blue callout box points to the dropdown arrow with the text: 'Click the arrow on the right side of the box and select your Business Major from the list of majors. For example, "Accounting."'

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

The screenshot shows the 'Appointment Locator' form. The 'Select Major' dropdown menu is now closed and shows 'Accounting Major'. The 'Select Advisor' dropdown menu is open, showing 'Select Advisor' as the selected option.

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

The screenshot shows the 'Select Date' interface. On the left, there are four checkboxes: 'Open', 'Full Day', 'Not Available/ Past', and 'Closed'. On the right, there is a calendar for October 2012. A blue callout box points to the calendar with the text: 'Click a date that is "white with blue lettering" to make an appointment. In this example, 8 through 12 are all white, so they can be clicked.'

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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	31			

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. Chose what best fits your schedule.

Select Appointment Time		
Shelley Bennett		
Thursday, August 29, 2013 Central	2:00pmCentral	Book it
Thursday, August 29, 2013 Central	2:30pmCentral	Book it
Thursday, August 29, 2013 Central	3:00pmCentral	Book it
Thursday, August 29, 2013 Central	3:30pmCentral	Book it
Monday, September 16, 2013 Central	9:00amCentral	Book it
		Next

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

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](#))

Mobile Example 000-000-0000

Carrier Carrier not listed

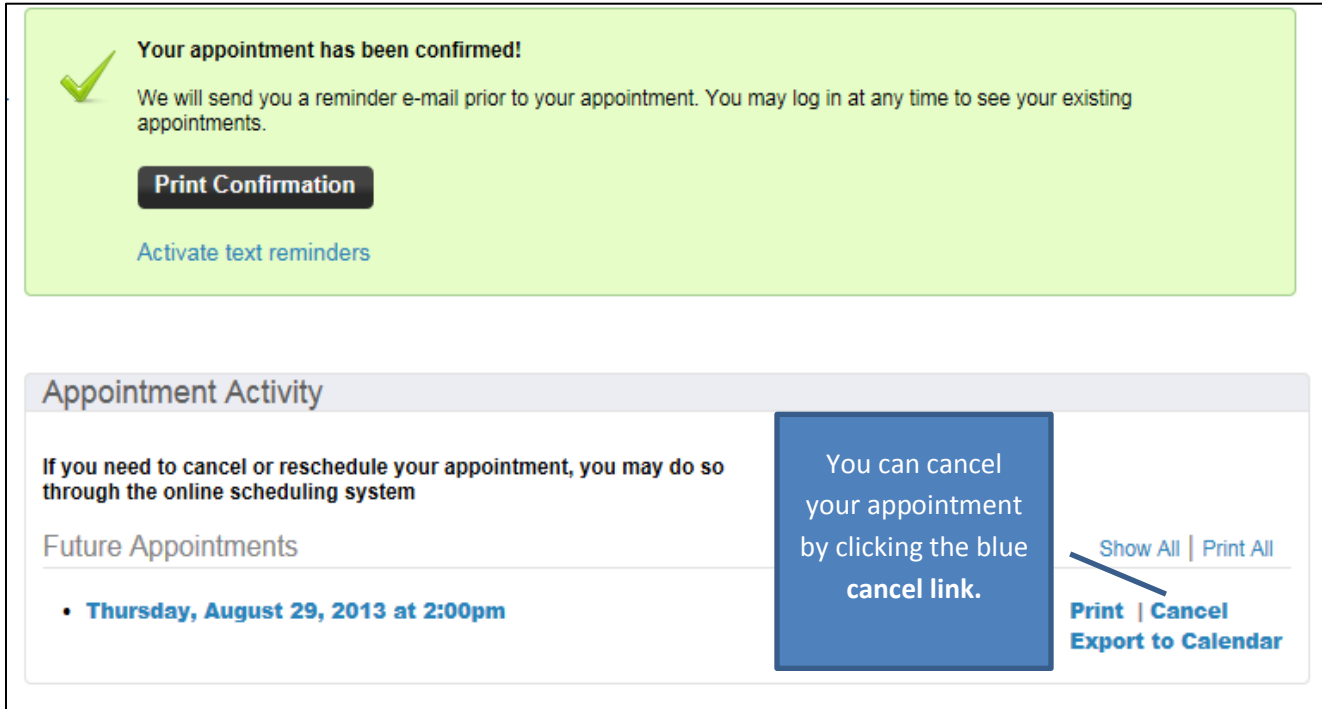
Do not send text reminders

Finalize Appointment

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.

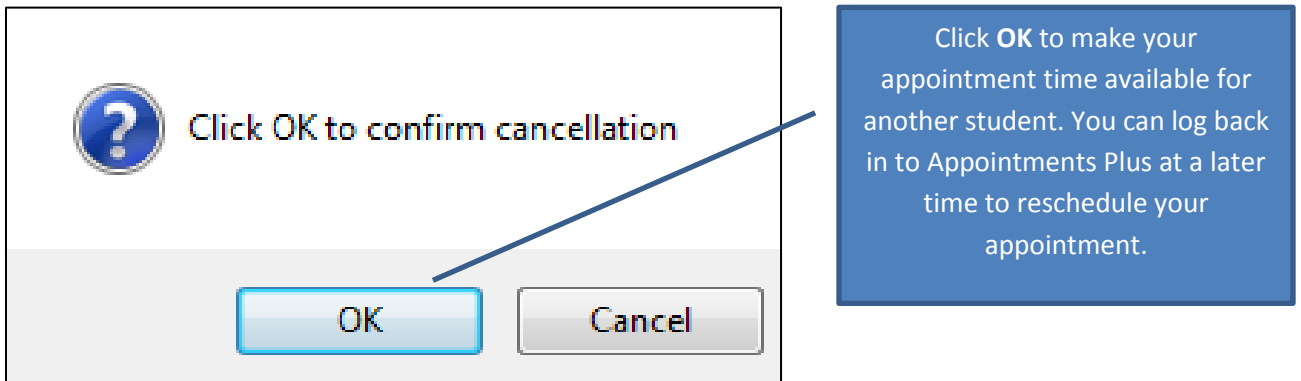


The screenshot shows a confirmation page with a green header. A green checkmark icon is next to the text: "Your appointment has been confirmed! We will send you a reminder e-mail prior to your appointment. You may log in at any time to see your existing appointments." Below this is a dark button labeled "Print Confirmation" and a link "Activate text reminders".

The main content area is titled "Appointment Activity" and contains the text: "If you need to cancel or reschedule your appointment, you may do so through the online scheduling system". Below this is a section for "Future Appointments" with a list item: "Thursday, August 29, 2013 at 2:00pm".

On the right side, there are links: "Show All | Print All" and "Print | Cancel Export to Calendar". A blue callout box points to the "Cancel" link with the text: "You can cancel your appointment by clicking the blue cancel link."

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.



The screenshot shows a dialog box with a question mark icon and the text: "Click OK to confirm cancellation". Below the text are two buttons: "OK" and "Cancel". A blue callout box points to the "OK" button with the text: "Click OK to make your appointment time available for another student. You can log back in to Appointments Plus at a later time to reschedule your appointment."

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.

Create an Account

Please create an account to get started

Create an Account

Log In (returning users)

U Number

Log In

Appointment-Plus is Available 24/7