How to use the LoboAchieve Waiting Room (Advisors)

1. In the left hand corner of your screen, select Waiting Rooms.

2. This will bring you to your Waiting Rooms tab. This has two areas: 1) Waiting Rooms & 2) Appointments today.

3. Under the 1) Waiting Rooms section you will see any Waiting Rooms you are associated with. When you have selected the appropriate Waiting Room, you will see student information for this Advising Office. Students who signed in for a Walk-In appointment will be displayed below the waiting room. Below that, you will see any students who have signed in for a scheduled appointment.
4. Under the 2) Appointments Today area you will see any students with a scheduled appointment with you who should be signing in.

5. When you are ready to begin a session, click the student in the Waiting Room area. From here you can either begin the advisement session, or remove the student from the Waiting Room as needed. Once you begin the session, you will be brought to the standard session screen.
6. On the Waiting Room screen, that student’s row will now appear a different color from the other students, and your name will be attached to it. If you need to return the student to the Waiting Room, select the Waiting Room from your menu options again.

7. If you experience any errors with the Waiting Room, please email Loboachieve@unm.edu with the relevant details and screenshots.