

## Scheduling an Appointment with Your Academic Advisor or Professor.

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1.	Log into LoboAchieve using your UNM account information at <a href="http://loboachieve.unm.edu">loboachieve.unm.edu</a> . Username: <input type="text"/> Password: <input type="password"/>																																																	
2.	Locate your advisor by going to <span style="border: 1px solid gray; padding: 2px;">My Success Network</span> on your <span style="background-color: #333; color: white; padding: 2px;">Home</span> screen.																																																	
3.	Double check to make sure the drop down box is on Show people from this term, unless you are specifically looking for someone from a previous semester. <div style="float: right; border: 1px solid gray; padding: 5px; width: 200px;">             Show people from prior terms <span style="float: right;">▼</span>              Show all in this term              Show all              Show people              Show services  <span style="background-color: #90EE90;">Show people in this term</span>              Show people from prior terms              Show people from courses           </div>																																																	
4.	Locate your respective advisor that you're attempting to make an appointment with and click on their availability. <div style="float: right; border: 1px solid gray; padding: 5px; width: 250px;"> <div style="background-color: #eee; padding: 2px;">My Success Network</div> <div style="border-bottom: 1px solid gray; padding: 2px;">             Search: <input type="text"/> <span style="float: right; background-color: #007bff; color: white; padding: 2px 5px;">Go</span> </div> <div style="padding: 2px;"> <a href="#">CAPS</a> </div> <div style="padding: 2px;"> <a href="#">Valdez, Laura - UAC Advisor</a>  <span style="background-color: #fff9c4; padding: 2px;">&gt; See available appointments</span> </div> </div>																																																	
5.	Look for an appointment time that fits in your schedule with the Sign Up icon available.  If you do not see any slots open, please use the arrows in the upper right hand corner of the calendar to switch days or weeks.  You can also use the calendar on the left side of the screen to switch days. <div style="float: right; border: 1px solid gray; padding: 5px; width: 250px;"> <div style="background-color: #007bff; color: white; padding: 2px; text-align: center;">Office Hour</div> <div style="background-color: #e0e0e0; padding: 2px; text-align: center;">Unavailable</div> <div style="background-color: #90EE90; padding: 2px; text-align: center; margin-top: 5px;">+ Sign Up</div> </div> <div style="margin-top: 10px; text-align: right;"> <div style="background-color: #eee; padding: 2px; border: 1px solid gray; display: inline-block;">             04-27-2014 to 05-03-2014 &lt; &gt;           </div> </div> <div style="margin-top: 10px; text-align: right;"> <table border="1" style="border-collapse: collapse; font-size: small;"> <thead> <tr> <th colspan="7" style="text-align: center;">May 2014</th> </tr> <tr> <th style="text-align: center;">S</th> <th style="text-align: center;">M</th> <th style="text-align: center;">T</th> <th style="text-align: center;">W</th> <th style="text-align: center;">T</th> <th style="text-align: center;">F</th> <th style="text-align: center;">S</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> <td style="text-align: center; background-color: #e0e0e0;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> <td style="text-align: center;">16</td> <td style="text-align: center;">17</td> </tr> <tr> <td style="text-align: center;">18</td> <td style="text-align: center;">19</td> <td style="text-align: center;">20</td> <td style="text-align: center;">21</td> <td style="text-align: center;">22</td> <td style="text-align: center;">23</td> <td style="text-align: center;">24</td> </tr> <tr> <td style="text-align: center;">25</td> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> <td style="text-align: center;">31</td> </tr> </tbody> </table> </div>	May 2014							S	M	T	W	T	F	S	27	28	29	30	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
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LoboAchieve Info

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6.	<p>Fill out necessary information to complete appointment request.</p> <div data-bbox="284 415 1437 1108"><p><b>Add Appointment</b> <span>Never Mind</span> <span>Submit</span></p><p><b>With:</b> <i>Lobo Louie</i></p><p><b>Reason:</b> <input type="text" value="Select a reason..."/></p><p><b>Course:</b> <input type="text" value="No Course"/></p><p>Select a reason in order to complete the following fields.</p><p><b>When:</b> 2:00 pm 05-06-2014</p><p><b>Duration:</b> <input type="text" value="30 minutes"/></p><p><b>Where:</b> <i>Lobo Den</i></p><p><b>Detailed Description:</b> <input type="text"/></p><p>Explain in detail what you are looking to accomplish in this appointment.</p><p><span>Never Mind</span> <span>Submit</span></p></div> <p>Click submit once finished completing all the information.</p>

If you have any problems with this process, please email us at [loboachieveinfo@unm.edu](mailto:loboachieveinfo@unm.edu).