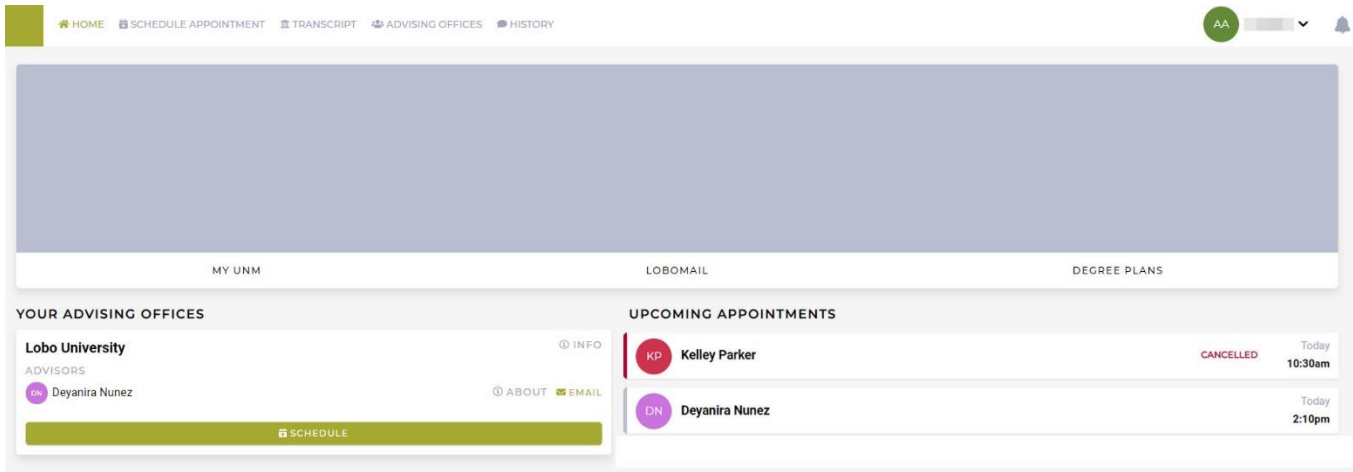


How to Schedule an Appointment with an Advisor

Step Instructions

1.

Log in to loboachieve.unm.edu with your *UNM NetID and Password. You will land on your **Home** page as seen below. Here you can view the advising office and advisor(s) you are connected to for the current term, any upcoming scheduled appointments, and the navigation bar, among other items:

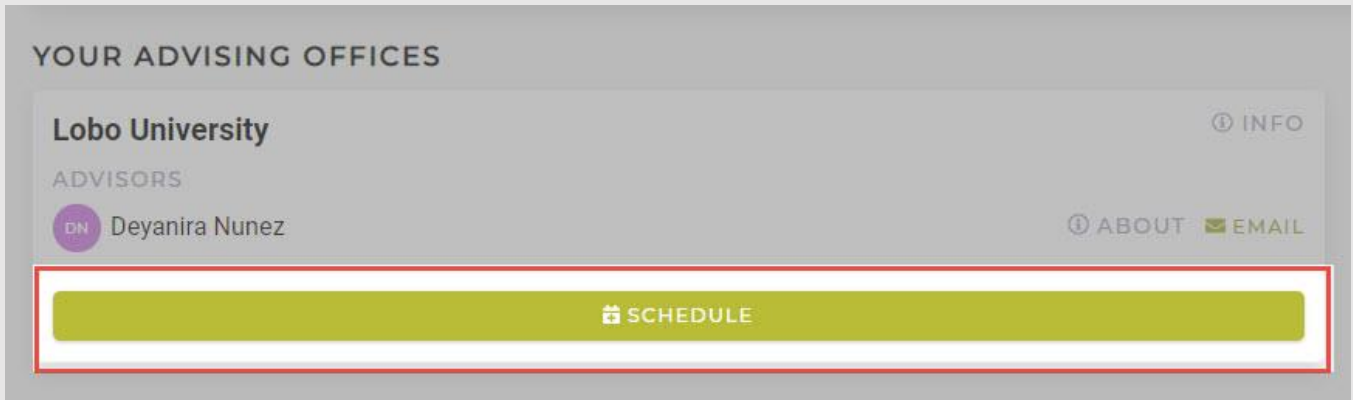


**If you do not have a NetID and Password, go to netid.unm.edu to create one.*

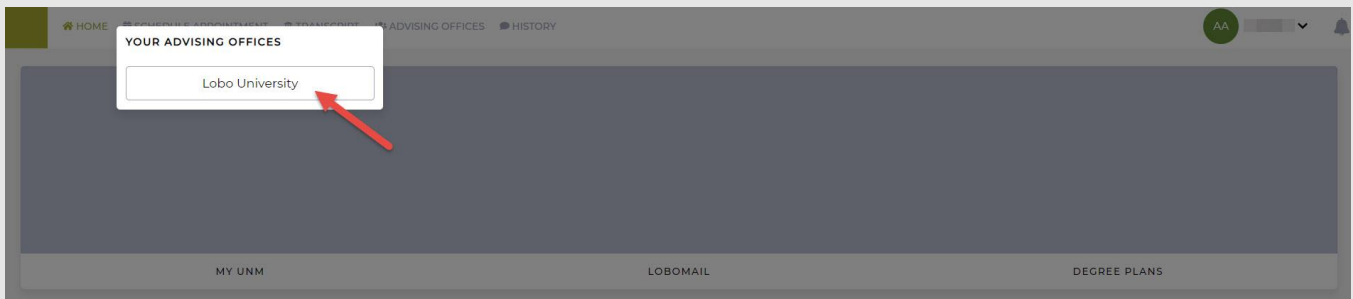
2.

At the Home page, you can schedule an advising appointment 1 of 2 ways:

The first is through the “Schedule” button located in the **Your Advising Offices** section:



The second is by selecting the “Schedule Appointment” tab in your navigation bar and clicking on your advising office:



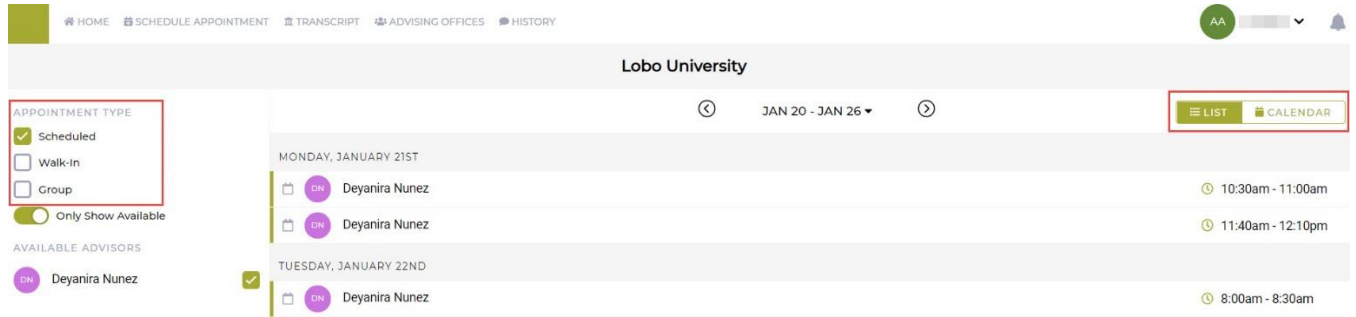
Either will take you to your advisor’s availability calendar.

*If you have recently changed or will be changing your major, you will need to manually search for your new major’s advising office using the **Advising Offices** tab in the navigation bar.*

How to Schedule an Appointment with an Advisor

On this page, you can select the type of appointment or the calendar view that works best for you:

3.



Availability slots that have already been scheduled by other students will be marked as “Unavailable”.

4.

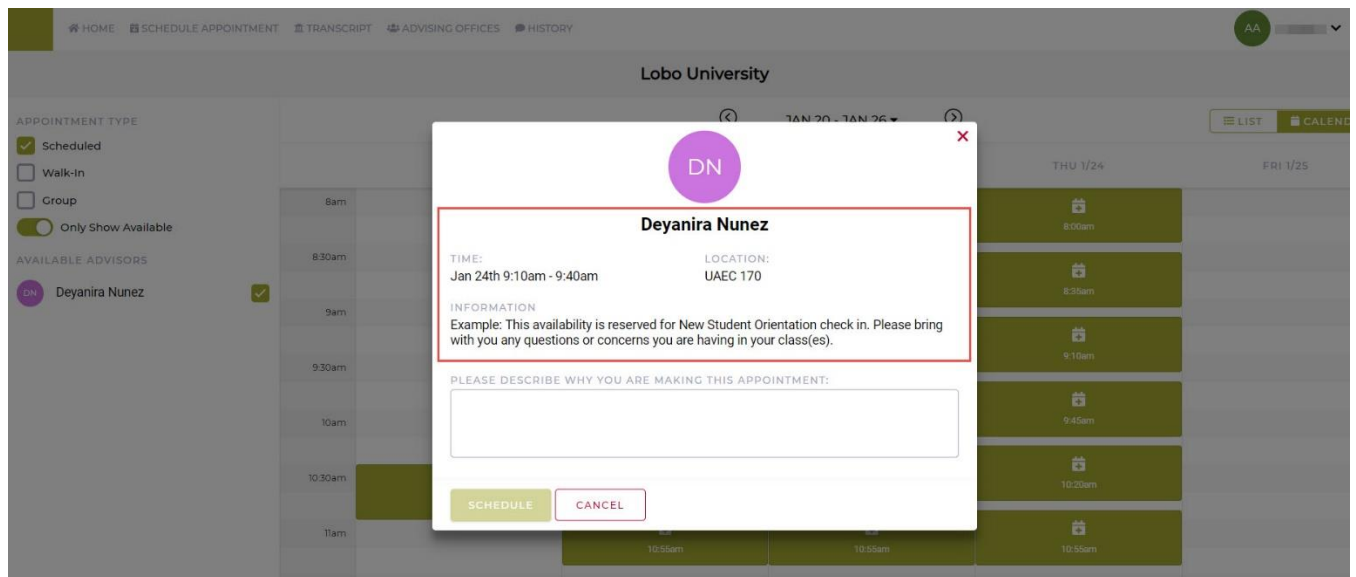
Select an available day and time.

Keep in mind that you will **not be able to create same day appointments**. We recommend that you plan ahead and make an appointment with your advisor before 5:00 p.m. for next day appointments. If you need to meet with your advisor on urgent matters, please contact your advising office directly.

When you select an available time, a window will pop up with a preview of information, such as the date and time, location, and any additional information the advisor would like for you to know.

Remember to carefully review this page and read the advisor’s **Information** section to be aware of any specific instructions or notes.

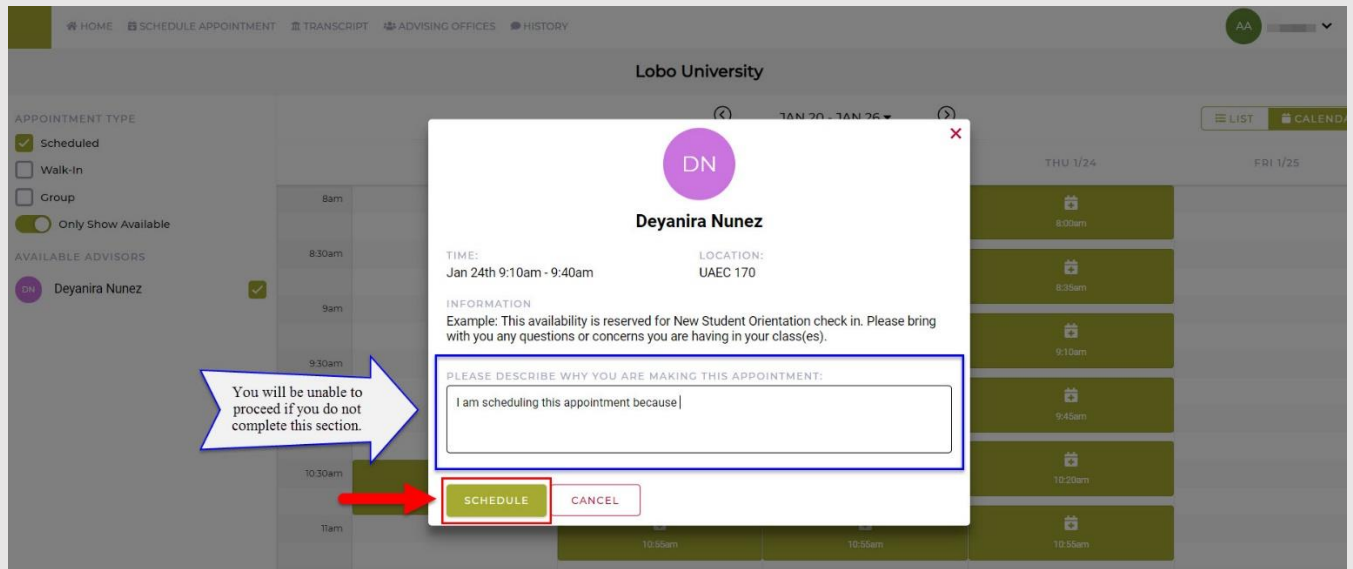
5.



How to Schedule an Appointment with an Advisor

Using the text field provided, enter the reason you are making your selected appointment and click on “Schedule”:

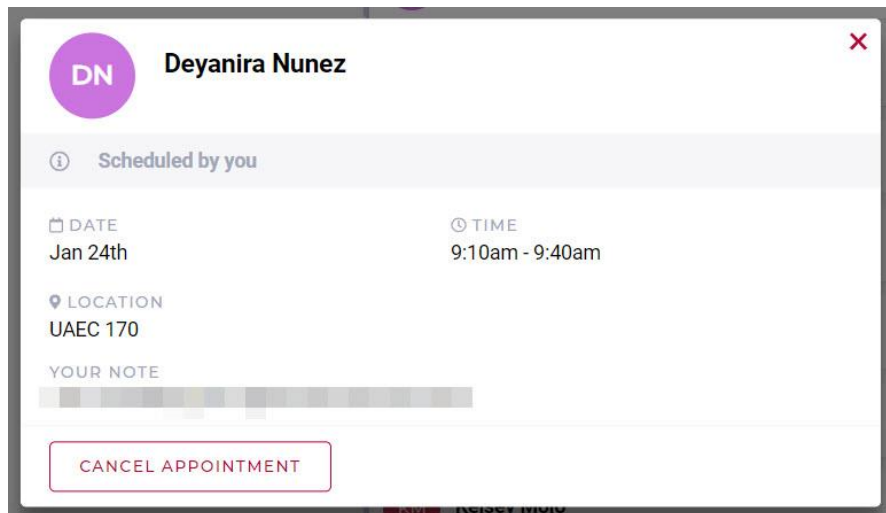
6.



Once you've created your appointment, a confirmation will be sent to your UNM email address.

The appointment you've created will also appear in your **Home** page under “Upcoming Appointments”. When you click on your appointment from the “Upcoming Appointments” section you will see a window similar to the one below:

7.



If you have any questions or if you run into issues while using LoboAchieve, let us know! You can reach us at loboachieve@unm.edu using your UNM email account.

Remember to include the following when emailing us:

- Your full name
- NetID and UNM ID number
- Description/screenshot of the issue(s) you are encountering