

LAS Advising Portal

HOW TO SCHEDULE LAS ACADEMIC ADVISING APPOINTMENTS ONLINE

URL <https://shibboleth-uic-insight.symplicity.com/sso/>

Log in

Log in with your UIC Netid and Password.

Home Page

Click the **Appointment** tab or the **Request an Appointment** shortcut. Appointments must be requested 36 hours in advance.

Appointment Type

Select the appropriate **Appointment Type** from the drop down menu.

Available advisors and their location will populate automatically after choosing the **Appointment Type**. Click on the advisor's name that corresponds to the date and time that best fits your schedule.

Appointment Type

LAS Advising (General)/Academic Workshop (30 min)

Date Range: 2015-09-02 to 2015-09-16

Time Range: 8:30 am - 4:00 pm

Location (Leave Blank)

Advisor: Lizanell Benitez

Days of the Week: Sun, Mon, Tue, Wed, Thu, Fri, Sat

Refine Results | Back To My Appointments

Wednesday, Sep 9, 2015		
9:30 am	Lizanell Benitez	309 University Hall - 30 mins
10:30 am	Lizanell Benitez	309 University Hall - 30 mins
11:00 am	Lizanell Benitez	309 University Hall - 30 mins
1:00 pm	Lizanell Benitez	309 University Hall - 30 mins
1:30 pm	Lizanell Benitez	309 University Hall - 30 mins
3:00 pm	Lizanell Benitez	309 University Hall - 30 mins

Thursday, Sep 10, 2015		
1:00 pm	Lizanell Benitez	309 University Hall - 30 mins
1:30 pm	Lizanell Benitez	309 University Hall - 30 mins
3:00 pm	Lizanell Benitez	309 University Hall - 30 mins

Friday, Sep 11, 2015		
9:00 am	Lizanell Benitez	309 University Hall - 30 mins
9:30 am	Lizanell Benitez	309 University Hall - 30 mins
10:00 am	Lizanell Benitez	309 University Hall - 30 mins

Confirm Appointment

Confirm Appointment

Submit Request | X Cancel

* indicates a required field

Length* 30

Advisor* Lizanell Benitez

Date* September 09, 2015

Office* 309 University Hall

Time* 9:30 am

Type* LAS Advising (General)/Academic Workshop (30 min)

Student Phone Number*

Additional Topic(s) for Discussion*

Enter your daytime phone number and additional topics you would like to discuss. Click **Submit Request**.

You will receive an email confirming your advising appointment.

To cancel or reschedule an LAS Advising Appointment click on the **Appointment** tab.

The screenshot shows the top navigation bar with tabs: Home, Appointment, My Profile, My Documents, Resource Library, Surveys/Forms, and Events. The 'Appointment' tab is circled in red. Below the navigation bar, the breadcrumb 'Home > Advising Appointment' is visible. The main heading is 'Advising Appointment'. A lightbulb icon indicates a tip: 'Please select Appointment Type first then choose your assigned Advisor. Leave Location blank.' Below this is another tip: 'Please use the latest version of your internet browser.' The page is divided into two sections: 'REQUESTED APPOINTMENTS' and 'APPROVED APPOINTMENTS'. Under 'REQUESTED APPOINTMENTS', it says 'You have no appointment requests at this time.' and there is a 'Request New Appointment' button. Under 'APPROVED APPOINTMENTS', there is a profile for 'Lizanell Benitez' with details: 'LAS Advising (General)/Academic Workshop', 'September 09, 2015 - 9:00 am (30 mins)', and '@ 309 University Hall'. Below the profile are two buttons: 'Cancel' and 'Reschedule', both circled in red.

To cancel an appointment click **Cancel**.

To reschedule appointment, click **Reschedule**.

The 'Cancel Appointment' dialog box has a title bar with a close button. Below the title bar is a button labeled 'Cancel Appointment' circled in red. A note '* indicates a required field' is present. There are two required fields: 'Choose a reason for cancellation*' and 'Please describe*', both circled in red. A text box for 'Please describe*' has a 'Check Spelling' button below it. A 'Cancel Appointment' button is also at the bottom of the dialog box.

Choose reason form drop down menu and add additional notes in the **Please Describe** text box.