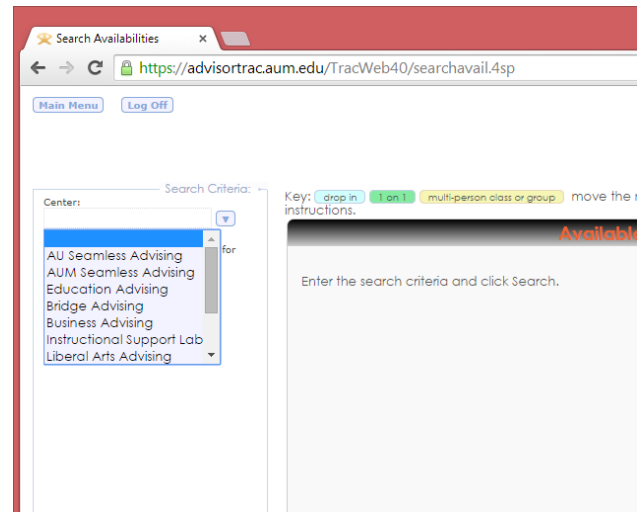


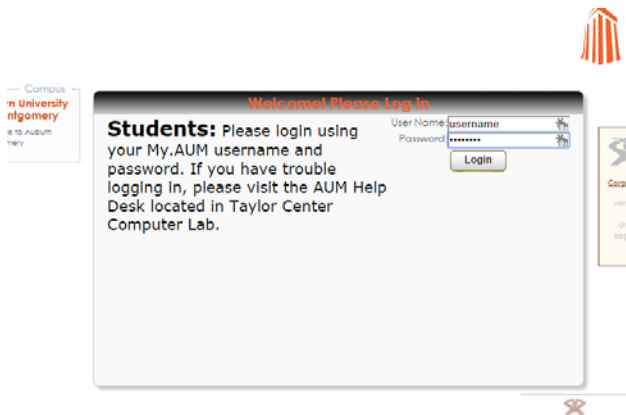
# AdvisorTrac

## Searching for and Creating an Appointment

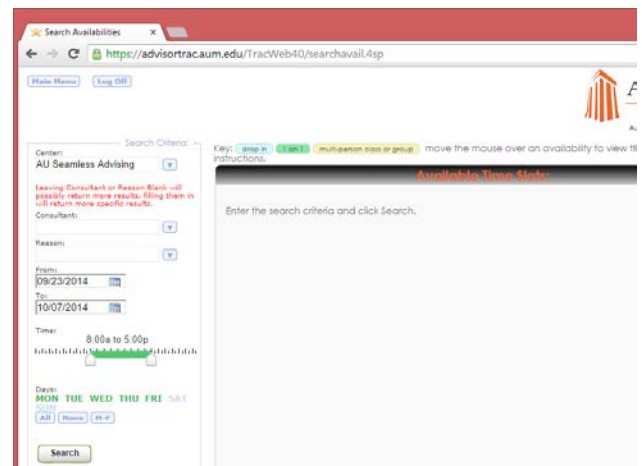
Step3: Choose the correct Advising center



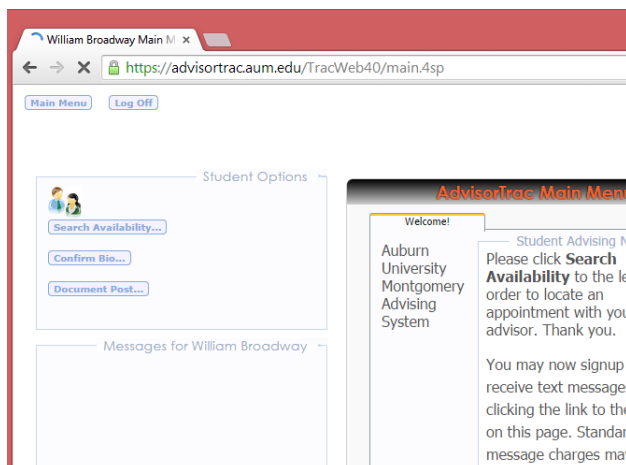
Step1: Login with your AUM username and password



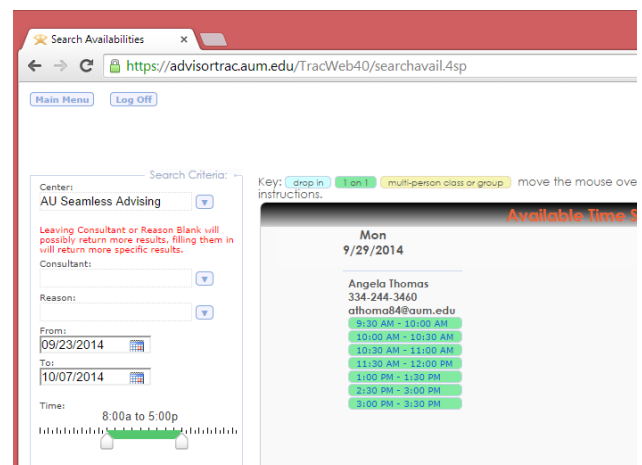
Step4: Make necessary adjustments to search



Step2: Left click Search Availabilities



Step5: Select the date & time for your appointment



Step6: Enter a reason for your appointment

The screenshot shows the 'Appointments Entry' form for Student: William Broadway and Staff: Angela Thomas (334-244-3460). The 'Appointment Info' section includes a thank-you message and instructions. The 'Center' is set to 'AU Seamless Advising' and the 'Location' is 'Quad Center'. The 'Reason' dropdown menu is open, showing 'Seamless Advising' as the selected option. The 'Date' is 9/29/2014, and the 'Time' is 10:30 AM to 11:00 AM. The 'Contact Phone' field is empty. The 'Notes' field contains the text 'Please do not call before 8am'. A 'Save' button is visible at the bottom left.

Step9: Your appointment is now made and you will receive an email to your AUM email

The screenshot shows the Auburn University Montgomery Advising System main menu. The 'Upcoming Appointments' section displays an appointment for AU Seamless Advising on 9/29/2014 at 10:30 AM with Angela Thomas (334-244-3460) at athomas@aum.edu. The 'Student Advising Notice' on the right instructs users to click 'Search Availability' to locate an appointment and offers a link to sign up for text messages. The Auburn University Montgomery logo is at the top right.

Step7: Enter your contact number and any notes

The screenshot shows the 'Appointments Entry' form with the 'Contact Phone' field filled with '555-555-5555'. The 'Notes' field now contains the text 'Please do not call before 8am'. The 'Date' is 9/29/2014 and the 'Time' is 10:30 AM to 11:00 AM. A 'Save' button is visible at the bottom left.

Step8: Wait for appointment to process

The screenshot shows the 'Appointments Entry' form with a blue loading spinner and the text 'Now processing request to save...' overlaid on the form. The form fields are the same as in the previous step, including the 'Contact Phone' field with '555-555-5555' and the 'Notes' field with 'Please do not call before 8am'. A 'Save' button is visible at the bottom left.