APPOINTMENT SCHEDULING SYSTEM

Instructions for setting up web based advising scheduling system
1. Login onto the CSB Information Portal – Look for the link at the bottom of the faculty/staff directory. If you don't know your CSB Password, click the password help link. (Portal address is http://csbapp.uncw.edu/csbsi)

(*if you forget your password or are using the system for the very first time, type in **any** password you have, and if it's not correct the system will automatically send you an email with your correct password*)

2. Click the advising appointment option on the faculty/staff menu *(if you have not been in the portal recently you will first need to select what news feeds you would like to appear on your pages, select something like weather or Google News and move to the right column. Click update when you are happy with your news feeds)*

You will have to do the following once a semester
(and each semester)
3. Click the once a semester activities

Once a semester tasks -

This screen will assist you to set the length of your advising appointments and update your list of advisees.

1. Set your advising appointments length in minutes
Warning: do not change the appointment times once you have appointments set for this semester

2. Update your advisees (you can reset your list, add one, or delete one advisee)

4. Set your appointment time (15 minute; 20 minute etc) by clicking the "set your advising appointment length"

Click "**Update Advisees List**"

You are now set up to enter your available appointment times.

Items to do on a regular basis
set your available times; send emails; mark completions.

You are now ready to set your available appointment times.

A1. Click on "**Set Advisor Available Appt Times**" from the menu choices inside
the green shaded area
A2. Click on the date you wish to set your appointment times
A3. Click on the times you want students to sign up for appointments
A4. Click on "Submit Times Available"
A5. Repeat steps A2 to A4 for each date you plan on meeting with your students

The second option (set/review student appointments) will let you see who has booked an appointment and mark them complete

The third option (email reminder) will let you send email reminders based on a criteria.

To have students schedule, they should also log into the CSB student information system.
Recommend you put this link on your web page:
http://csbapp.uncw.edu/csbsi with a note for them to login there.

Student / Alumni Menu

Logout : Menu

myCSB Information Portal Options

No Thumbnail on File

Update Profile
Last Update: 9/8/2009

Update News Feeds

UNCW/CSB CALENDAR

3/8/2010
Spring Break 2010 begins

3/9/2010
Economic Joint Summit

Advising Appointments
not all academic advisors are online

Business Week - Registrations

Cameron Executive Network - Update your CEN Profile/Application

They will quickly learn to click on the advising appointment link. Once they book an appointment you will get an email that will have a link for you to click in the email and it will place this appointment in your Outlook Calendar.

Should you have problems when you click the link:

a) Clear your temporary internet files (Internet browsers �Tools �Internet Options �Delete Temporary Internet Files
b) Make sure you have all the latest Microsoft updates
c) Insure you have a browser window open
d) Ask Fred to make sure that .vcs files open with Outlook (file associations)

Your students are now able to schedule an appointment with you. Students will receive instructions as to the process of scheduling pre-registration advising appointments with their advisors.

Once a student makes an appointment you will receive an email that confirms the appointment. In that email is a link that you click on and it will bring up your Outlook calendar. If you click OK it will put it on your calendar.

Questions? Contact Tammie Bangert ext. 7071 or bangertt@uncw.edu