## Starfish Making an Appointment

Momentum provides you with a central location to connect to the people and services that can help you finish what you start – all accessible from the side navigation menu of your home page.

Log in to Momentum. You can easily access Momentum in 1 of 4 ways:

- Enter momentum.moravian.edu into your web browser.
- Click on the Momentum button located in Canvas.
- Click on the Momentum button located in Okta.

The navigation menu includes access to a customizable profile and personalized channels that make it easy to schedule the dedicated time you need with your instructors, advisors, or counselors. Momentum can also help you manage the steps you need to take to stay on track and meet your goals.

## **My Success Network**

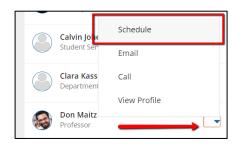
Select **My Success Network** from the navigation menu to display your personalized network. This channel lists the people and resources that are available to assist you. For each person or service listed, you will find contact information, supporting websites, and, if online scheduling is enabled, a link to Schedule Appointment. If a service includes a waiting room for walk-in appointments, you can click the "Waiting Room" link to find out how many students are currently in line.

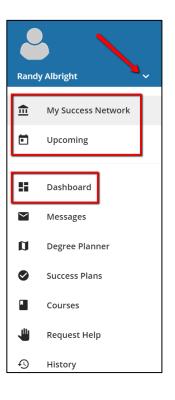
The Services that are most relevant to you are displayed first. Select Show Other Services at the bottom of the page to see additional services.

## Make an Appointment

1. From the **My Success Network**, click the triangle beside the name of the person you want to schedule an appointment with, and then select **Schedule**.

For Services where appointments are available, select **Schedule** for the desired service.





Or, from the **Courses** channel, select **Schedule Appointment** below the contact information for the desired person or service.

≡ Schedule Appointment								
Kaily Maze General Advisor This Week's Walk-in Hours: Monday 100 - 100 30 AM Include Walking 100 - 100 AM United Walking 100 - 100 AM								
What do you need help with?								
Weekly Advising $ {\cal O} $								
Advising								

2. Select the type of appointment you want to schedule and choose a reason from the list.

Paul Jackson									
What do you need help with?									
Teaching									
Discuss grades	Review exam or quiz								

3. Adjust the date range as needed to find days and times that work for your schedule, and then select a time from the list.

5/30	/18		→ 06/01/18 Friday, 06/01				Friday, 06/01	6 availat			
$\leftarrow$		М	ay 2(	)18		$\rightarrow$	09:00 - 09:15 am My Office	15m	09:15 - 09:30 am My Office	15m	
Su	Мо	Tu	We	Th	Fr	Sa					
		1	2	3	4		09:30 - 09:45 am	15m	09:45 - 10:00 am	15m	
6	7	8	9		11	12	My Office	1311	My Office	10111	
13	14			17	18	19					
	21			24	25	26	10:00 - 10:15 am	15m	10:15 - 10:30 am	15m	
27			30	31			My Office		My Office		

- 4. Complete your sign up by adjusting any details, such as duration or course, where applicable, and add a description for why you want to meet.
- 5. Click **Confirm** to finish scheduling the appointment. You will get an email

Does this look correct?			
Date and Time Friday, June 01 09:45 – 10:00 am	Reason for Visit Review exam or quiz <u>Change</u>		
Change duration	Course Add a course		
My Office Knock once and enter	If you want, tell us a little bit about what's going on so we can help		
BACK	CONFIRM		

with the appointment details and the appointment will be listed on the Upcoming tab.

## **Change an Appointment**

On the **Upcoming** tab, you can view scheduled appointments and make changes. Click on an appointment to make changes to it, such as changing the location or duration, when available. You can cancel the appointment by clicking the ellipsis **•••** and selecting **Cancel appointment**.

≡ Dashboard		
2 Dashboard	D Display hidden ite	ems
9:45 am Appointment • Reason: General Visit • Wimba	TOMORROW Recent Kudos Image: A transmission of the second secon	
Yasmin Gold	Poor Attendance Hild	-