


# 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

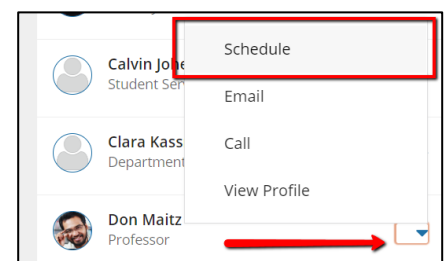
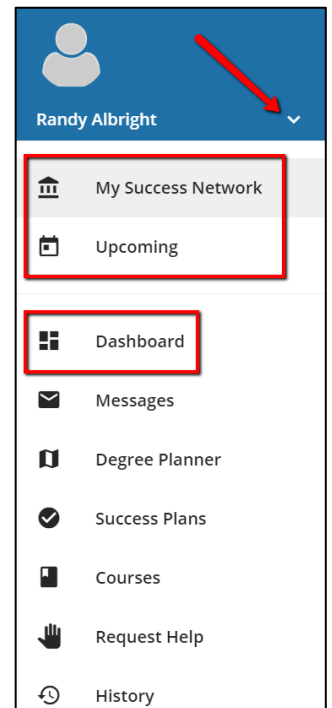
Select **My Success Network** from the navigation menu to display your personalized network. This channel lists the people and resources that are available to assist you. For each person or service listed, you will find contact information, supporting websites, and, if online scheduling is enabled, a 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.

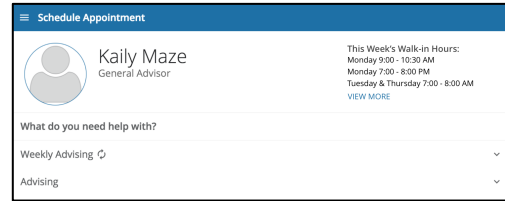
## Make an Appointment

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**.

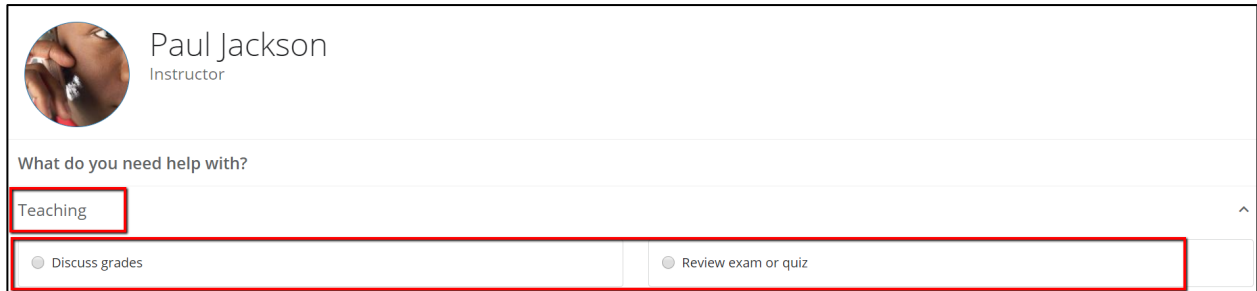
For Services where appointments are available, select **Schedule** for the desired service.



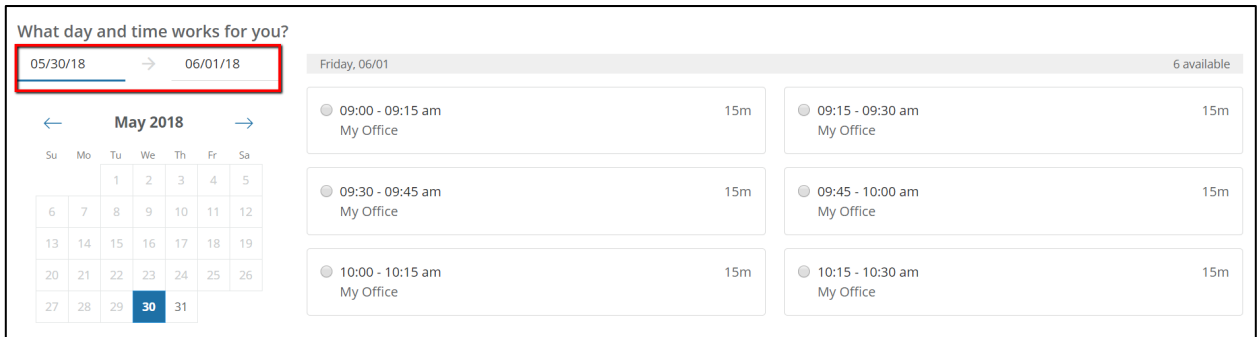
Or, from the **Courses** channel, select **Schedule Appointment** below the contact information for the desired person or service.



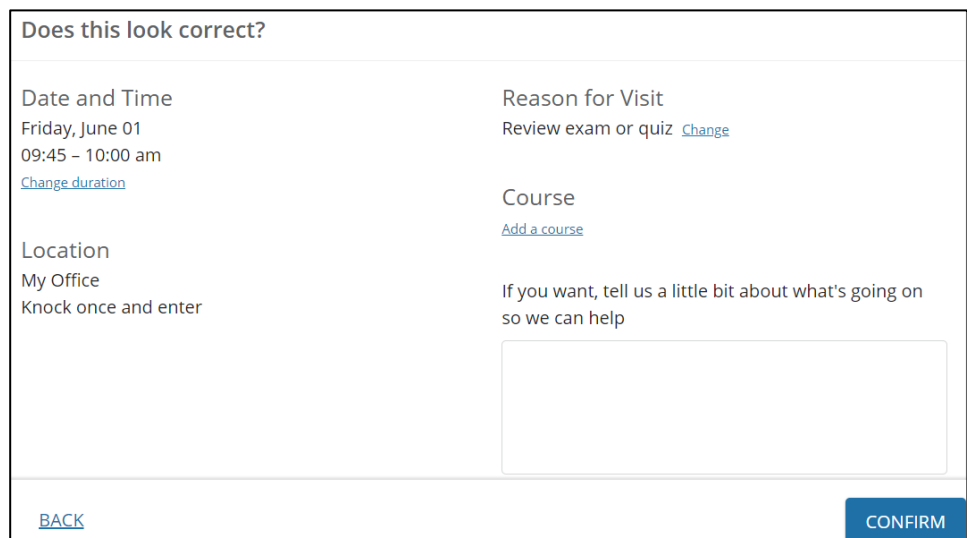
2. Select the type of appointment you want to schedule and choose a reason from the list.



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.



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



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**.

