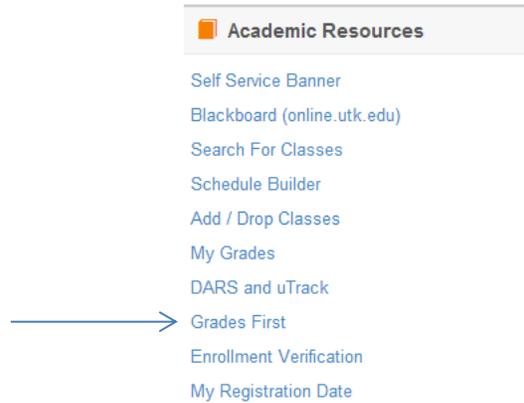


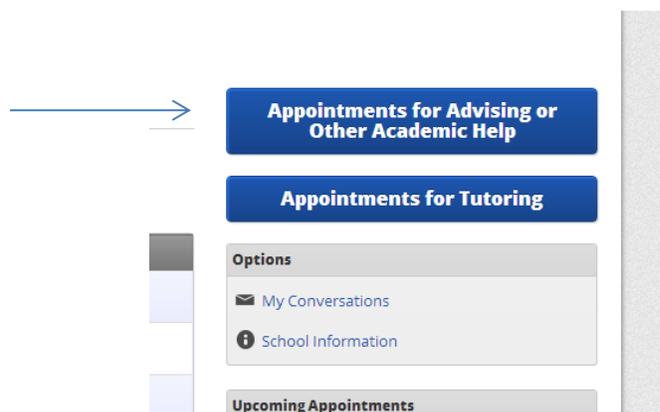
How to Schedule a CEHHS Advising Appointment (For current CEHHS students)

Please call our main office number at **865-974-8194** if you have any problems.

1. Log in to MyUTK and go down to the bottom of your main page. Click on the link for **GradesFirst** which is located under the “Academic Resources” header.

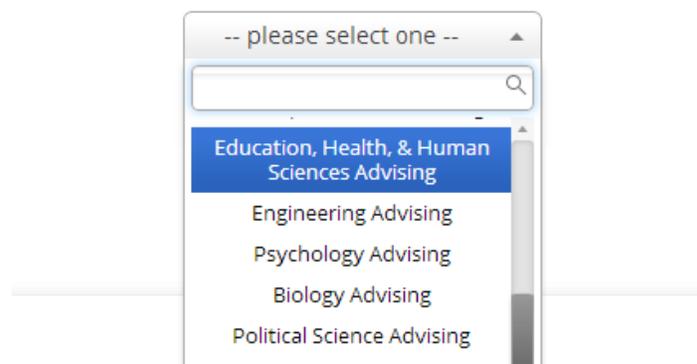


2. On your home page you will see a button on the right-hand side that says **Appointments for Advising or Other Academic Help**. Click this button.



3. On the next page you will be prompted to select a reason for your advising appointment. Select **Education, Health, & Human Sciences Advising**

To help you get advising quickly, please tell us why you'd like to meet with an advisor.



4. Next, please choose your major, concentration, or program of interest.

To help you get advising quickly, please tell us why you'd like to meet with an advisor.

Education, Health, & H... ▾

Choose from the following options and click Next.

CFS - PreK-K/PreK-3 ▲

Search

-- please select one --

Art Ed

CFS - Comm Outreach

CFS - PreK-K/PreK-3

Comm Disorders/AUSP

Educational Interpreting

Elem. Middle, or Sec Ed

Important note for exploratory students - please select either “Explore – Teacher Ed” (if considering multiple licensure programs) or “Explore Undergrad Programs” (if considering Kinesiology, Nutrition, Therapeutic Recreation, etc.).

5. Select the Next button to move on. The location dropdown box should already have the location for this advising type in it. Choose from the advisors listed in the dropdown box.

What location do you prefer?

Education, Health, and H... ▾

Which advisor? You may select more than one.
If you don't have a preference, just click Next.

Stokes, Jamia Wiley

Select only **one** advisor at a time to view availabilities. We hope to have the “multiple advisor” search feature available in the future.

6. Click Next, then you will see a grid with that advisor’s available appointments. If you don’t see any appointment times click the Next Week arrow. Click on the box for the morning or afternoon of the day you are interested in to see the available times.

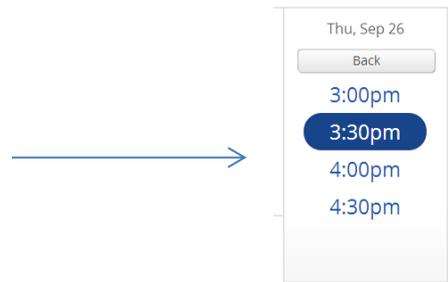
Availabilities This Week Today is Thursday, September 26, 2013

Mon, Sep 23	Tue, Sep 24	Wed, Sep 25	Thu, Sep 26	Fri, Sep 27
Morning Not Available	Morning Not Available	Morning Not Available	Morning Not Available	Morning 8 Available
Afternoon Not Available	Afternoon Not Available	Afternoon Not Available	Afternoon 4 Available	Afternoon 10 Available

next week

Important: Most advisors do not have availabilities more than 2 weeks from the current date.

7. Once you see the available appointment times, click on the one you want to schedule, then click Next.



8. The details of your appointment will appear on the screen as shown below.

Important: Please add a brief but detailed comment for your advisor stating why you are scheduling an appointment (general advising, probation, study abroad, SAP form, etc.)

A screenshot of the 'Appointment Details' screen. The title 'Appointment Details' is at the top left. Below it, 'Who:' is followed by a redacted name and 'with Jamia Wiley Stokes'. 'Why:' is followed by 'CFS - PreK-K/PreK-3'. To the right, 'When:' is 'Monday, January 27 3:30pm - 4:00pm' and 'Where:' is 'Education, Health, and Human Sciences Advising - 332 Bailey Education Complex'. Below this is a section titled 'Is there anything specific you would like to discuss with Jamia?' with a text input field labeled 'Comments for your advisor...'. To the right of this is a section titled 'Would you like to set a reminder?' with two buttons: 'Send Me an Email' and 'Send Me a Text'. At the bottom left is a 'Back' button and at the bottom right is a 'Confirm Appointment' button.

9. Select whether you would like to receive an email or text reminder for your appointment (or both). The email option will go to your UTK email address. For the text option, you will need to either confirm or enter your cell phone number. Please enter the phone number with the area code and dashes (e.g., 865-555-1212).

A screenshot of the reminder selection screen. It features the title 'Would you like to set a reminder?' at the top. Below it are two buttons: 'Send Me an Email' and 'Send Me a Text'. Underneath, it says 'Email will be sent to: [redacted]@tennessee.edu'. A bold instruction reads 'Please provide your mobile number' above a text input field. At the bottom center is a 'Confirm Appointment' button.

10. Once you have entered this information and confirmed that the date and time of the appointment are correct, click **Confirm Appointment** to schedule the appointment.