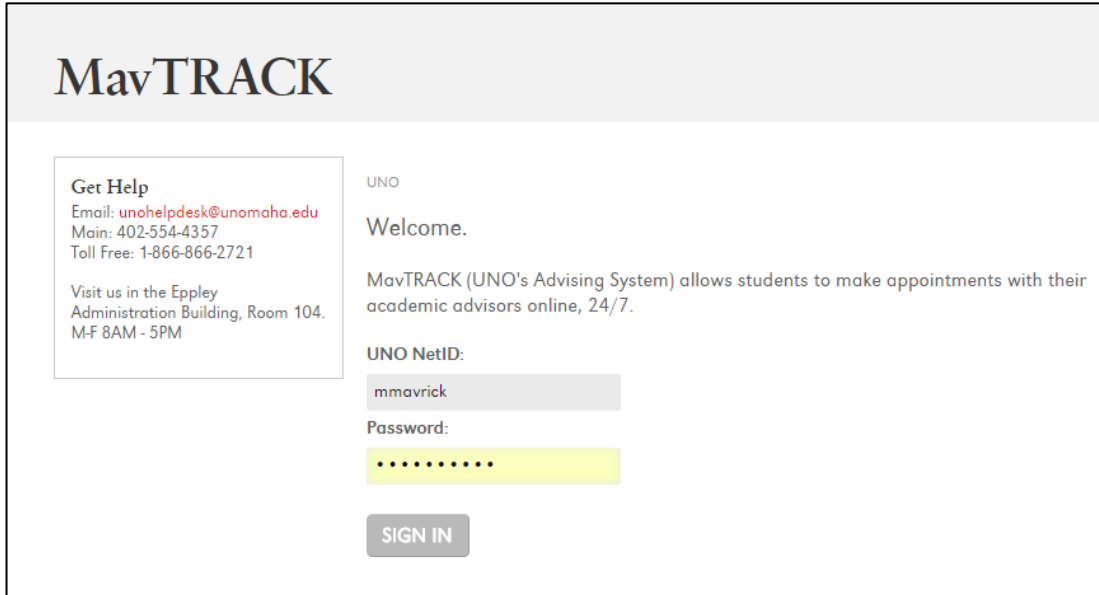


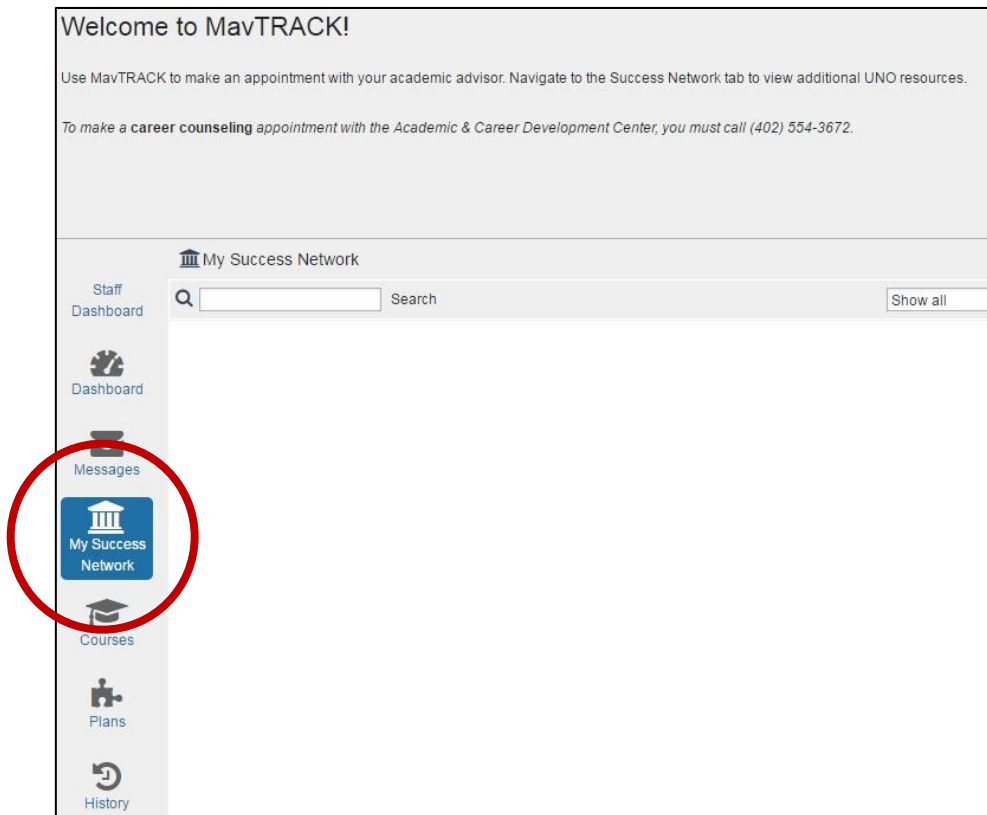
How to Make an Appointment Using MavTRACK

1. Log on to mavtrack.unomaha.edu and sign in using your UNO NetID (ex. jsmith) and NetID password.



The screenshot shows the MavTRACK login interface. At the top left, there is a "Get Help" section with contact information: Email: unohelpdesk@unomaha.edu, Main: 402-554-4357, Toll Free: 1-866-866-2721, and location: Visit us in the Eppley Administration Building, Room 104, M-F 8AM - 5PM. The main content area features a "Welcome." message and a description of MavTRACK as UNO's Advising System. Below this, there are input fields for "UNO NetID:" (containing "mmavrick") and "Password:" (masked with dots). A "SIGN IN" button is located at the bottom of the form.

2. Scroll down to "My Success Network" on the bottom of the left



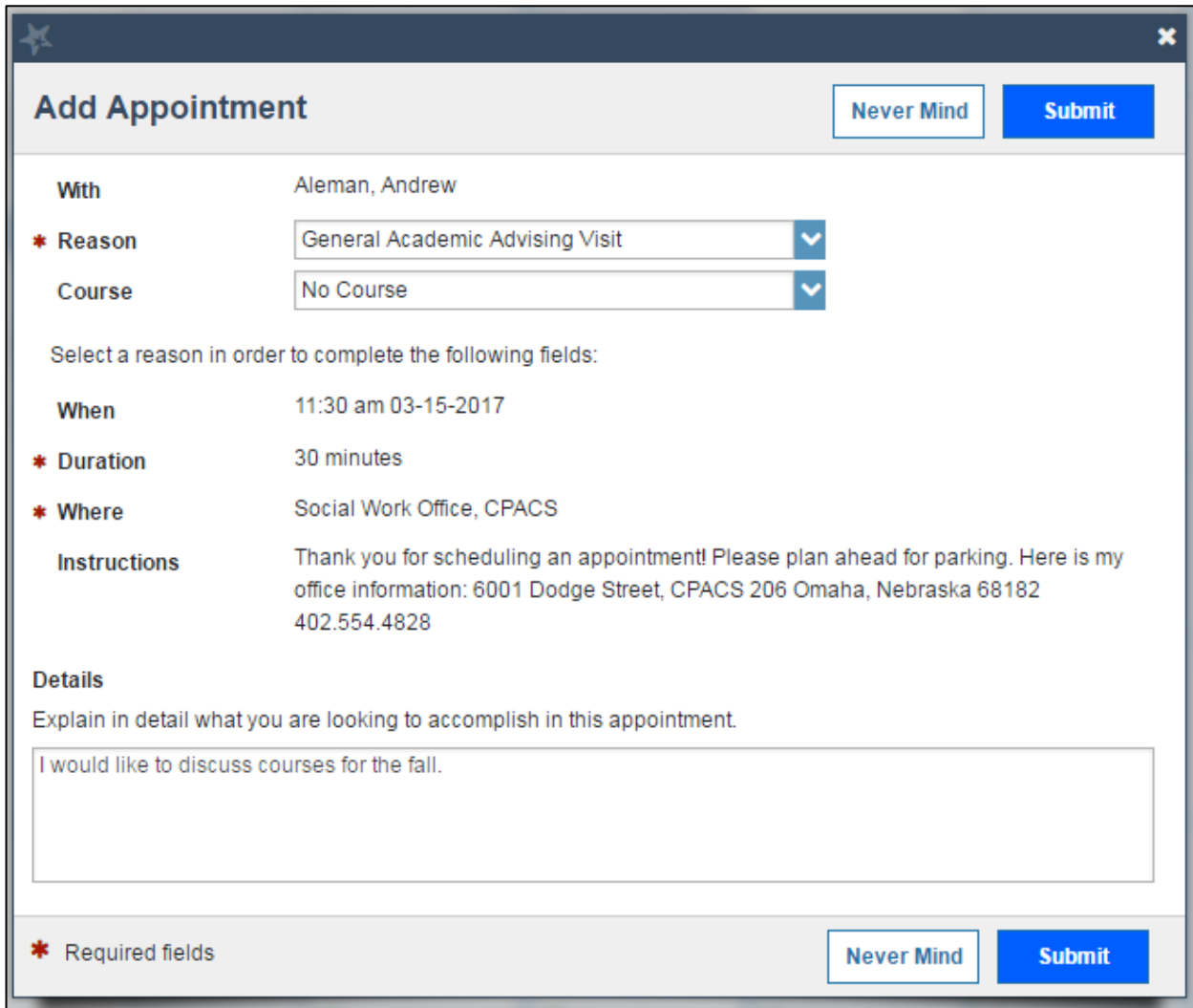
The screenshot displays the MavTRACK dashboard. At the top, it says "Welcome to MavTRACK!" and provides instructions on how to use the system. Below this, there is a search bar and a "Show all" button. On the left side, there is a vertical navigation menu with several icons and labels: "Staff Dashboard", "Dashboard", "Messages", "My Success Network" (highlighted with a red circle), "Courses", "Plans", and "History".

3. Beneath your name and image in the upper right-hand corner, use the arrows to find the date that you would like to schedule your appointment

	Mon 3/13	Tue 3/14	Wed 3/15	Thu 3/16	Fri 3/17
8:00 am	Time slot taken	Time slot taken		Time slot taken	Time slot taken
8:15					
8:30	Sign Up	Time slot taken			
8:45					
9:00 am	Sign Up	Time slot taken	Time slot taken		
9:15			Time slot taken		
9:30	Sign Up				
9:45					
10:00 am	Sign Up		Time slot taken		Time slot taken
10:15					
10:30	Sign Up				
10:45					
11:00 am	Sign Up	Sign Up	Sign Up	Time slot taken	
11:15					
11:30	Sign Up	Sign Up	Sign Up		
11:45					
12:00 pm	Sign Up	Time slot taken	Sign Up		Time slot taken
12:15					
12:30	Sign Up	Sign Up	Sign Up		
12:45					
1:00 pm	Sign Up	Sign Up	Sign Up		
1:15					
1:30	Sign Up	Sign Up	Sign Up		
1:45					
2:00 pm	Sign Up	Sign Up	Time slot taken	Time slot taken	
2:15					
2:30	Time slot taken	Sign Up			Time slot taken
2:45					
3:00 pm		Time slot taken	Time slot taken		
3:15					
3:30		Time slot taken	Time slot taken		

4. After finding a date/time that will work for you, click on the green plus sign ( Sign Up) to schedule an appointment.

5. An “Add Appointment” window will then appear where you can select a reason for the appointment, etc. When you are finished filling out the appointment information, click “Submit.”



The screenshot shows a window titled "Add Appointment" with a close button (X) in the top right corner. The window contains the following fields and information:

- With:** Aleman, Andrew
- * Reason:** General Academic Advising Visit (dropdown menu)
- Course:** No Course (dropdown menu)
- Select a reason in order to complete the following fields:**
- When:** 11:30 am 03-15-2017
- * Duration:** 30 minutes
- * Where:** Social Work Office, CPACS
- Instructions:** Thank you for scheduling an appointment! Please plan ahead for parking. Here is my office information: 6001 Dodge Street, CPACS 206 Omaha, Nebraska 68182 402.554.4828
- Details:** Explain in detail what you are looking to accomplish in this appointment.
Text area content: I would like to discuss courses for the fall.

At the bottom left, there is a legend: *** Required fields**. At the bottom right, there are two buttons: "Never Mind" and "Submit".

6. Congratulations! You just scheduled and advising appointment. You should now see your name on the calendar in the time slot you selected.

You will receive a reminder email (to your unomaha.edu account) 24 hours before the scheduled appointment time.