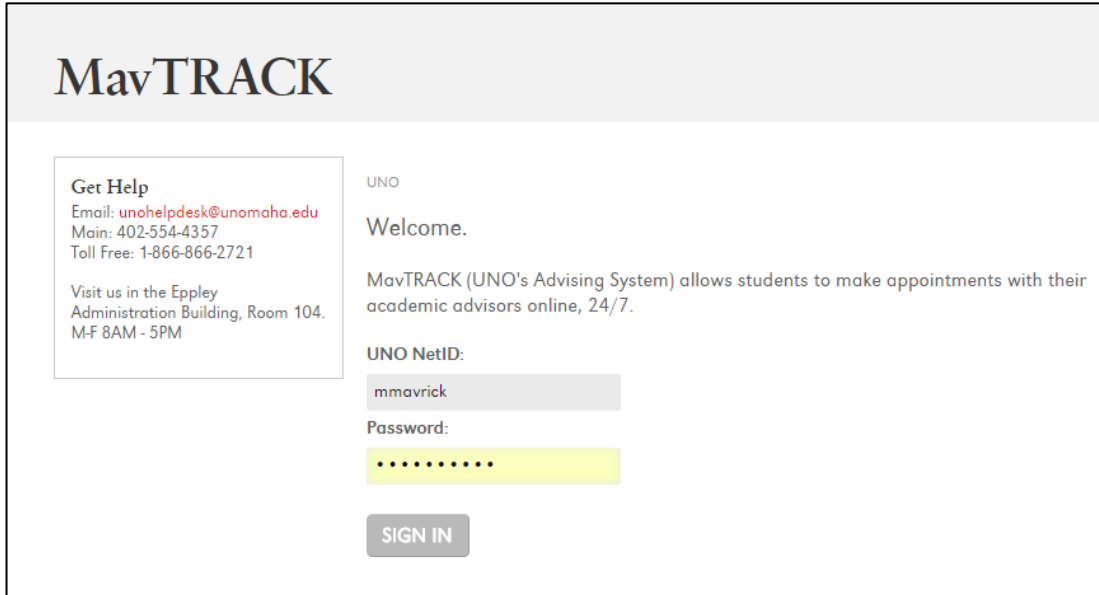


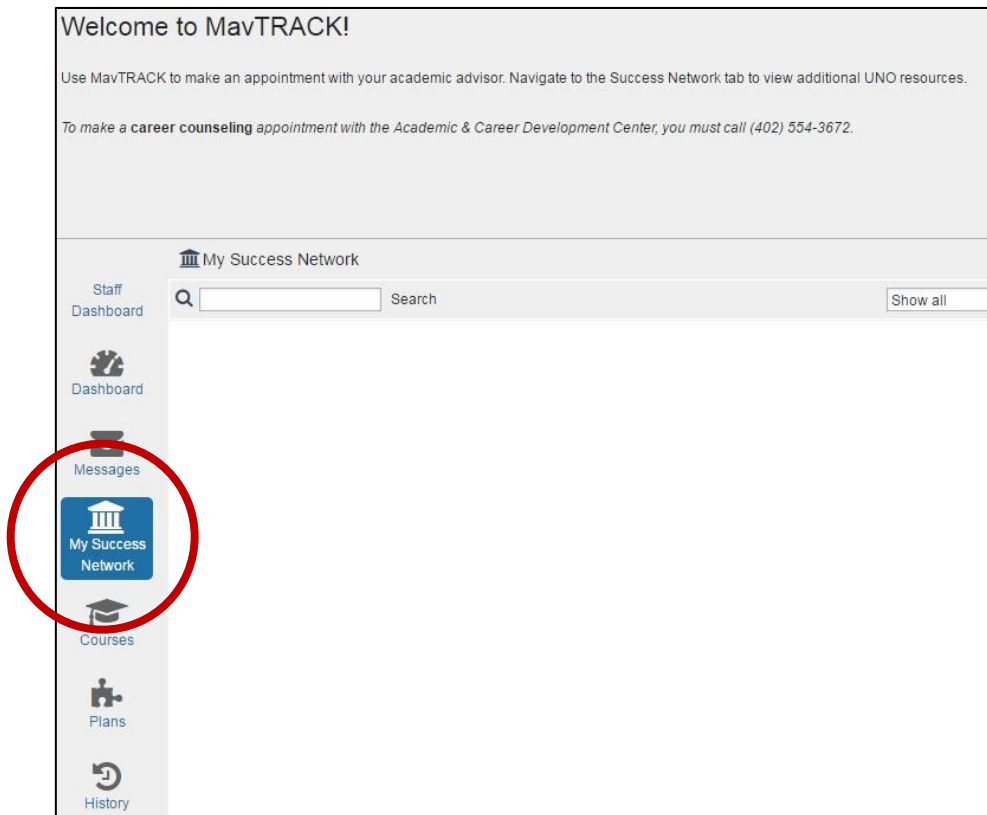
How to Make an Appointment Using MavTRACK

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 says "UNO Welcome." and "MavTRACK (UNO's Advising System) allows students to make appointments with their academic advisors online, 24/7." Below this is a login form with 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 shows the MavTRACK dashboard. At the top, it says "Welcome to MavTRACK!" and provides instructions: "Use MavTRACK to make an appointment with your academic advisor. Navigate to the Success Network tab to view additional UNO resources." and "To make a career counseling appointment with the Academic & Career Development Center, you must call (402) 554-3672." Below this is a navigation bar with a search box and a "Show all" button. On the left side, there is a vertical menu with icons for "Staff Dashboard", "Dashboard", "Messages", "My Success Network", "Courses", "Plans", and "History". The "My Success Network" icon, which features a building icon, is circled in red.

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**

The screenshot shows a calendar interface with the following details:

- Navigation tabs: Agenda, Day, Week.
- Time Scale: 5 day (selected), 7 day.
- Date range: 03-12-2017 to 03-18-2017.
- Days of the week: Mon 3/13, Tue 3/14, Wed 3/15, Thu 3/16, Fri 3/17.
- Time slots: 3:00 am, 15, 30, 45, 9:00 am, 15, 30, 45, 10:00 am, 15, 30, 45, 11:00 am, 15, 30, 45, 12:00 pm, 15, 30, 45, 1:00 pm, 15, 30, 45, 2:00 pm, 15, 30, 45, 3:00 pm, 15, 30.
- Slot status: 'Time slot taken' (grey circle) or '+ Sign Up' (green plus sign).
- Red circle: Highlights the date navigation arrows in the top right corner.

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.”

Add Appointment [Never Mind] [Submit]

With Aleman, Andrew

* **Reason** General Academic Advising Visit

Course No Course

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.

I would like to discuss courses for the fall.

* Required fields [Never Mind] [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.