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.

   ![MavTRACK Login Screen](image)

2. **Scroll down to “My Success Network” on the bottom of the left**

   ![MavTRACK Success Network](image)
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.

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 window](image)

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.