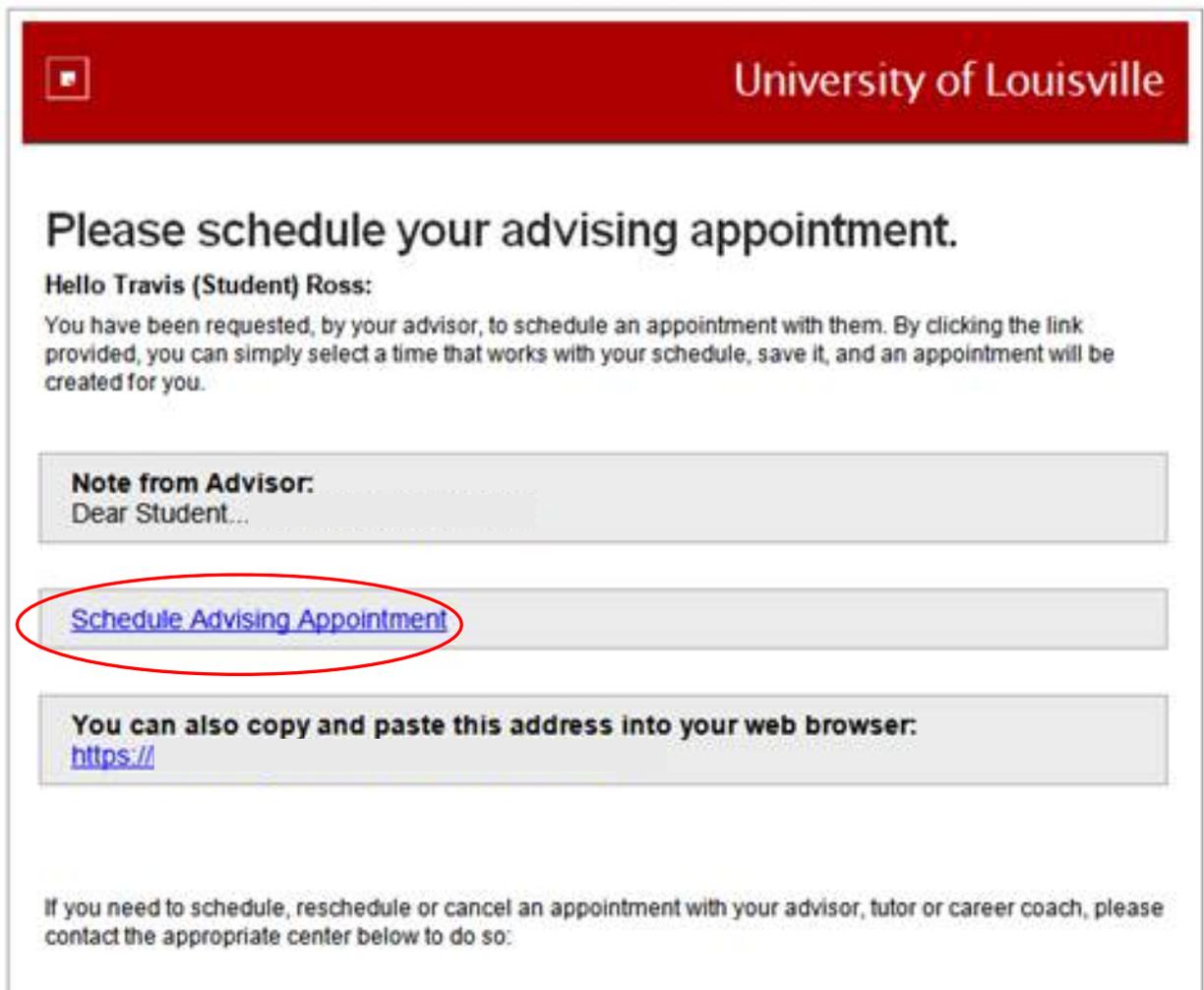


## How to Schedule an Honors Advising Campaign Appointment

1. Just before 8:00AM on morning of your Honors advising campaign date, you will receive an email from Honors asking you to create an advising appointment. (*Please see the [Honors Advising website](#) for additional instructions on who needs to be advised and when.*) When you open the email, read any special instructions that your advisor has included. Click on the link provided to begin scheduling your advising appointment, or copy and paste the address provided.

**Please note:** Your campaign link is unique to your student account, so please do not attempt to share the link with another Honors student as it will only work for setting your own appointment.



University of Louisville

**Please schedule your advising appointment.**

**Hello Travis (Student) Ross:**

You have been requested, by your advisor, to schedule an appointment with them. By clicking the link provided, you can simply select a time that works with your schedule, save it, and an appointment will be created for you.

**Note from Advisor:**  
Dear Student...

[Schedule Advising Appointment](#)

**You can also copy and paste this address into your web browser:**  
<https://>

If you need to schedule, reschedule or cancel an appointment with your advisor, tutor or career coach, please contact the appropriate center below to do so:

2. After clicking the email link, CardSmart/EAB should open in your web browser window. If you have an assigned Honors advisor, you will

automatically see just that advisor's schedule. If you do not have an assigned Honors advisor, you will need to choose a name from the "Advisor" drop-down menu first, then schedule a date/time with that person. Please note that the default setting for "Advisor" in the drop-down menu on the upper-right of your screen is "Any Advisor." Although we don't necessarily encourage you to use this option,\* it is available so that you can select a date and time that works for you below, and then the system randomly assigns you to the advisor with that available appointment timeslot. However, if you wish to see a particular Honors advisor, you will need to use the "Advisor" drop-down menu first, then proceed with the scheduling features for date and time below that as they will auto-update to relate to that particular advisor's set of availabilities.

**\*Please note: First-year Honors students are required to schedule their appointments with their assigned Honors advisors.**

Hi, Travis (Student). Please schedule your appointment below.

The screenshot shows a web interface for scheduling an appointment. At the top, there is a yellow banner with the text "Dear Student..". Below this is a grey header bar containing an "ADVISOR" dropdown menu currently set to "Any Advisor". A red circle and arrow labeled "1." point to this dropdown. Below the header, there are three main sections: "Choose A Day", "Choose A Time", and "Comments". The "Choose A Day" section features a calendar for September 2014 with the 11th highlighted in blue. A red circle and arrow labeled "2." point to the calendar. The "Choose A Time" section shows a list of available times: 11:00am, 11:30am, 2:00pm, 2:30pm, and 3:30pm. A red circle and arrow labeled "3." point to this list. The "Comments" section has a text input field with the placeholder "Comments..." and a note: "You will be sent an email reminder to travis.ross@louisville.edu the morning of your appointment." At the bottom of the "Comments" section, there is a blue button labeled "Review Appointment Details". A red circle and arrow labeled "4." point to this button.

Once you have selected an Honors advisor (if you have that option), please select a date and a time for your appointment. The available times are dependent on the advisor and date selected. **Please note: You should check your calendar when selecting an appointment date/time to ensure that the suggested options do not conflict with your schedule.** Finally, click on "Review Appointment Details" to move to the next step and confirm your selections.

3. On the next screen, please review and confirm that all of the information provided is correct for the appointment. Then, click on “Confirm Appointment” to finalize and set your appointment.

Almost Done... Please review and confirm your appointment details below.

**Appointment Details**

**Who:** Travis (Student) Ross with Kirsten Armstrong  
**Why:** Honors Registration Test  
**When:** Thursday, September 11  
2:00pm - 2:30pm  
**Where:** Honors  
**Your Comments:**  
**Reminders:** Email at travis.ross@louisville.edu

[Go Back and Edit This Appointment]

**Confirm Appointment**

4. On the final screen, you will see that your appointment has been confirmed. **Please make sure that you follow the process through to this “Congratulations” message!** If you stop the process before clicking the “Confirm Appointment” button on the prior screen, your advising appointment **will not be saved.**

Congratulations Brent! Your appointment has been scheduled.

**Appointment Details**

**Who:** Brent Skaggs with Olivia Sailor  
**Why:** Honors Test Campaign  
**When:** Wednesday, September 16  
10:00am - 10:30am  
**Where:** Honors  
**Reminders:** Email at brent.skaggs@louisville.edu

5. **Please check to make sure you receive a confirmation email from CardSmart/EAB regarding your appointment. If you do not receive a**

**confirmation email, your appointment has not been successfully created, and you must return to your campaign link to complete the process.**

6. If you need to make any adjustments to your Honors advising appointment after setting it up via the CardSmart/EAB campaign, please contact the front desk of the Etscorn Honors Center at 502-852-6293 or email us at [honors@louisville.edu](mailto:honors@louisville.edu). Please note, however, that any requests for rescheduling will be subject to Honors advisor availability and may result in a significantly later advising appointment or the necessity to see an alternative Honors advisor from your original preference.