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.

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.

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]

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]

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. 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.