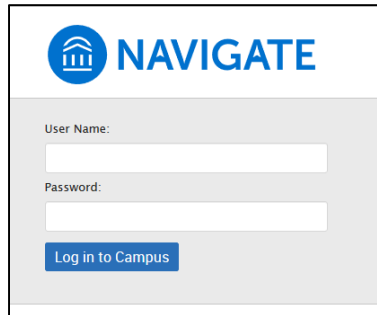


## How to Check-In for an Honors Log-In Advising Visit in CardSmart

1. Log in to CardSmart by navigating to: [louisville.campus.eab.com](https://louisville.campus.eab.com)
2. Enter your ULink Username (e.g., fmlast01) and Password:

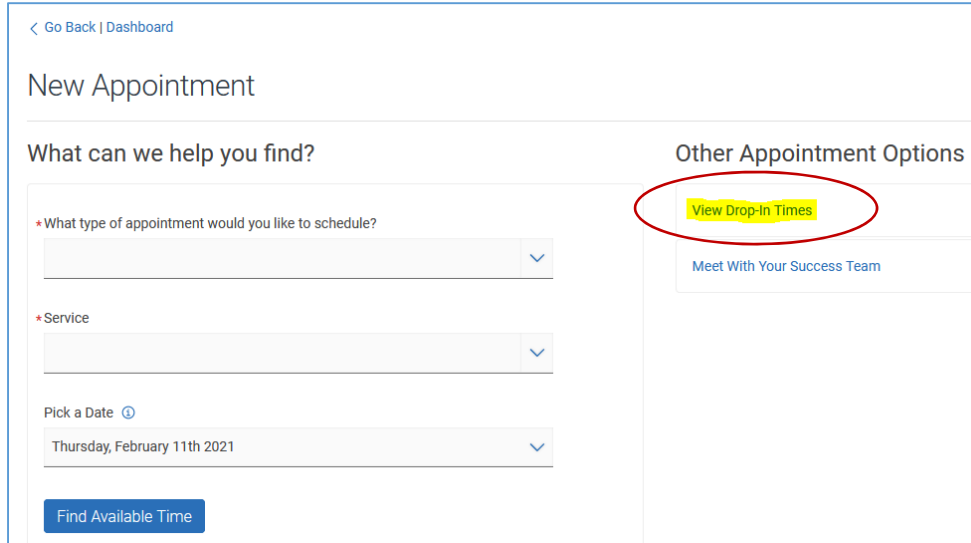


The screenshot shows the NAVIGATE login interface. At the top left is the NAVIGATE logo, which consists of a blue circle containing a white building icon. To the right of the logo is the word "NAVIGATE" in blue, uppercase letters. Below the logo and text is a light gray rectangular area containing two white input fields. The first field is labeled "User Name:" and the second is labeled "Password:". Below these fields is a blue button with the text "Log in to Campus" in white.

3. In the top right corner, select “Make an Appointment”:



4. Select “View Drop-In Times” on the right side of the page:



The screenshot shows the "New Appointment" page. At the top left is a link that says "< Go Back | Dashboard". Below this is the heading "New Appointment". Underneath is the question "What can we help you find?". To the right of this question is the heading "Other Appointment Options". Below the question is a form with three sections: "+ What type of appointment would you like to schedule?" with a dropdown menu, "+ Service" with a dropdown menu, and "Pick a Date" with a date selector showing "Thursday, February 11th 2021". At the bottom left of the form is a blue button that says "Find Available Time". On the right side, under "Other Appointment Options", there is a yellow button that says "View Drop-In Times", which is circled in red. Below it is a link that says "Meet With Your Success Team".

5. Select the “Service” that best describes the reason for dropping-in:

< Go Back | Dashboard

## View Drop-In Times

What can we help you find?

\*What type of appointment would you like to schedule?

Academic Advising x

\*Service

Course Planning/Registration x

Find Available Time

6. Select the Find Available Time button.

7. Select “University Honors Program – Microsoft Teams” as the center where you’d like to log-in on the right side of the page:

< Go Back | Dashboard

## View Drop-In Times

All Filters [Start Over](#)

Academic Advising Course Planning/Registration

What type of appointment would you like to schedule?

Academic Advising

Service

Course Planning/Registration

Pick a Date [?](#)

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

University Honors Program - Microsoft Teams

Don't see anything that works for you?

[Schedule an Appointment](#)

There may be other locations that support scheduling Appointments.

- Click the button to “Check-in with first available” to add yourself to the first-logged-in, first-served Honors advising queue:

View Drop-In Times

All Filters [Start Over](#) [Academic Advising](#) [Course Planning/Registration](#) [Honors](#)

What type of appointment would you like to schedule?

Academic Advising

Service

Course Planning/Registration

Pick a Date

February 2021 11

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

**Honors**  
University Honors Program

[Check-in with first available](#)

**Khotso Libe**  
Monday-Friday  
8:00 AM - 5:00 PM

**Kirsten Armstrong**  
Monday-Friday  
8:00 AM - 5:00 PM  
Spring 2021

- You’re done! You will see further instructions once you are checked in:

Checked In!

[View Appointments](#)

If you need further assistance with this process, please reach out to the University Honors Program at [honors@louisville.edu](mailto:honors@louisville.edu) or 502-852-6293.