

Quick Reference for

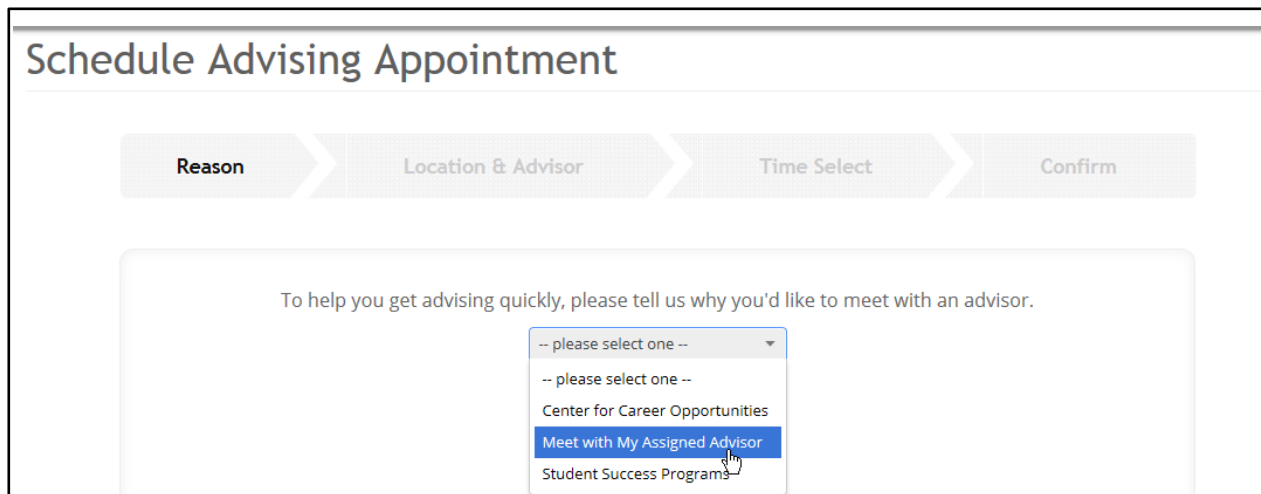
Krannert School of Management Students

Requesting an Appointment with your *Krannert* Academic Advisor

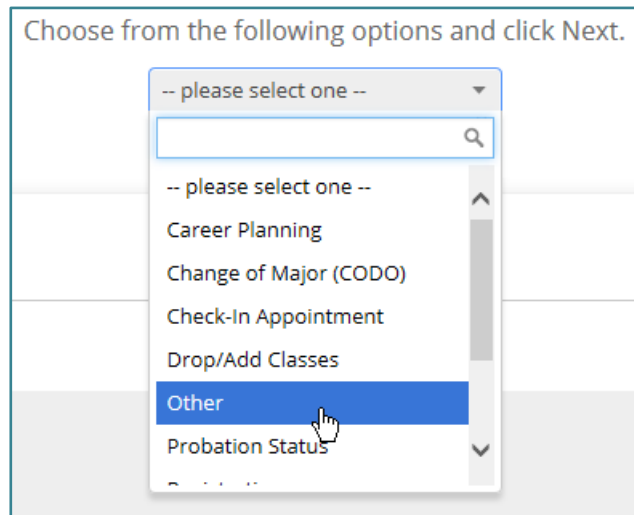
1. Login in to BoilerConnect (<https://purdue.campus.eab.com>) using your Purdue career account username and password.
2. On the far right side of your **Student Home page**, click on the blue **Get Advising** or **Make Appointment** button.



3. On the **Schedule Advising Appointment page**, select why you would like to meet with an Academic Advisor. From the drop down menu, select a reason type.

A screenshot of the "Schedule Advising Appointment" page. The page has a header with the title "Schedule Advising Appointment". Below the header is a progress bar with four steps: "Reason", "Location & Advisor", "Time Select", and "Confirm". The "Reason" step is currently active. Below the progress bar is a text prompt: "To help you get advising quickly, please tell us why you'd like to meet with an advisor." Below the prompt is a dropdown menu with the following options: "-- please select one --", "-- please select one --", "Center for Career Opportunities", "Meet with My Assigned Advisor" (highlighted in blue), and "Student Success Programs". A mouse cursor is pointing at the "Meet with My Assigned Advisor" option.

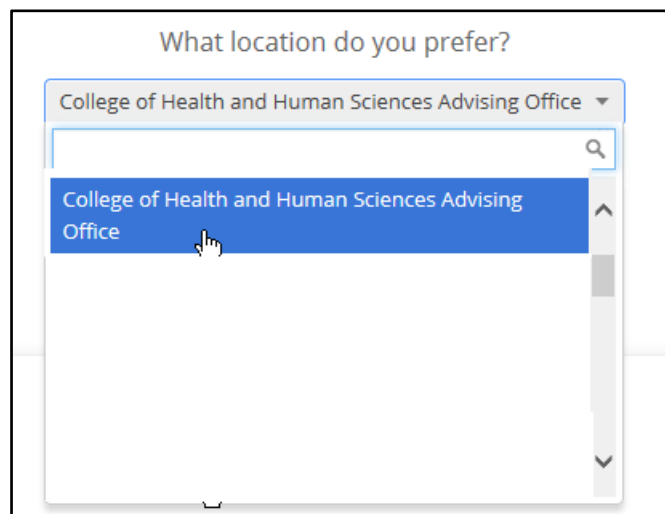
4. In the next drop down box, provide additional details regarding the reason for your request.



5. Click on the blue **Next** button.



6. From the drop down box, select the location you prefer (*for us it is the Krannert School of Management Advising Office*). Note, this should automatically be populated with the location of your assigned Academic Advisor. This example shows what it would look like for a student in the College of Health and Human Sciences:



7. Select your Academic Advisor from the drop down box. It should automatically populate:

What location do you prefer?

College of Health and Human Sciences Advising Office ▾

Which advisor? You may select more than one.
If you don't have a preference, just click Next.

Your advisor's name should automatically appear here

8. Select the Appointment Time. If none of the available times for the week being displayed will work with your schedule, click on the arrow in the blue icon to move to the next week's list of available times.

Appointment Times This Week

next week: >

9. To schedule the time, click on any of the buttons directly under the date column for the date you would like to schedule the appointment for. A drop down box will appear that will give you the list of available times.

prev week < Appointment Times This Week next week >

Mon, Oct 24	Tue, Oct 25	Wed, Oct 26	Thu, Oct 27	Fri, Oct 28
		Close 8:30am 9:00am 9:30am 10:00am 10:30am	Morning 7 Available Afternoon 8 Available	Morning 8 Available Afternoon 10 Available

Can't find a time that works in the next couple of weeks

Back Next

10. Highlight the time you would like to schedule for the appointment, then click **Next**.

If you cannot find a time that works, your Academic Advisor might have a Drop-In time available, so click on the “**View Walk-in Times**” button in the yellow section of the screen. If it does not appear, then your Academic Advisor does not have a Drop-In time available. *Some advisors may have drop-in times for Non-Krannert students only. Please keep this in mind when looking at walk-in times.*



11. On the **Schedule Advising Appointment page**, review the **Appointment Details**. If there is anything else you would like to include in order to help your Academic Advisor prepare for your appointment, enter it in the **Additional Details** box. This example shows what it would look like for a student setting up an an appointment with a College of Health and Human sciences advisor:

Appointment Details

Who: Imogene Student with
The selected advisor name will appear here

When: Wednesday, October 26
8:30 am - 9:00 am

Why: Registration

Where: College of Health and Human Sciences
Advising Office

Additional Details

Is there anything specific you would like to discuss with **advisor name will appear here**

Comments for your advisor...

Would you like to set a reminder?

Email will be sent to jstudnt1@purdue.edu

12. You can request a reminder email or text to be sent to you by clicking on one of the two **reminder** buttons.

Appointment Details

Who: Imogene Student with *The selected advisor name will appear here*

When: Wednesday, October 26
8:30 am - 9:00 am

Why: Registration

Where: College of Health and Human Sciences Advising Office

Additional Details

Is there anything specific you would like to discuss with advisor name will appear here

Comments for your advisor...

Would you like to set a reminder?

Send Me an Email Send Me a Text

Email will be sent to jstudnt1@purdue.edu

765555

◀ Back Confirm Appointment

13. Click on **Confirm Appointment**.

Success! Your Appointment Has Been Created

Appointment Details

Who: Imogene Student with *advisor name will appear here*

Why: *Reason for your appointment will appear here*

When: *Day and time of your appointment will appear here*

Where: *The selected location will appear here*

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

BoilerConnect will send you a confirmation email or text confirming your appointment. It will also send you an Email reminder the morning of the appointment or a text Message reminder one hour prior to the appointment.

14. Your appointment will now appear on your **Student Home page** under the **Upcoming Appointments** section on the right side of the screen.