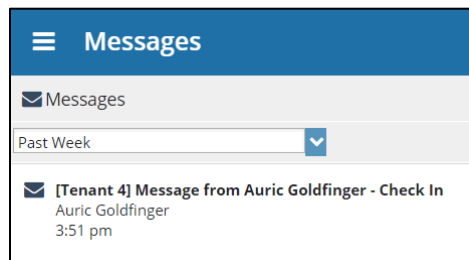


Connect to people and services that can help you

The **My Success Network** and **Courses** channels display the people and services that are available to help you succeed. Here you can find key contact information as well as links to student service web sites and online appointment scheduling.

Messages

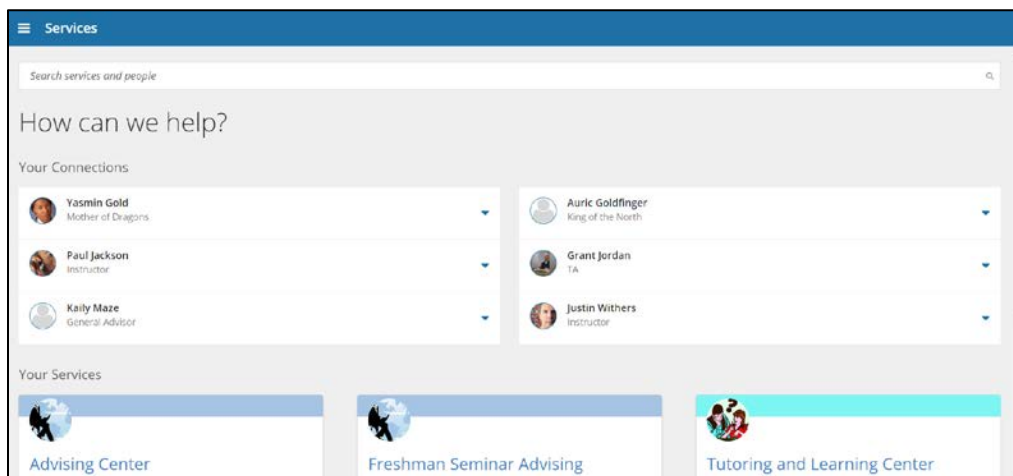
Select **Messages** to display messages sent to you in MyCoyotePLAN. Click on any message in the list to display the full contents of that message.



My Success Network

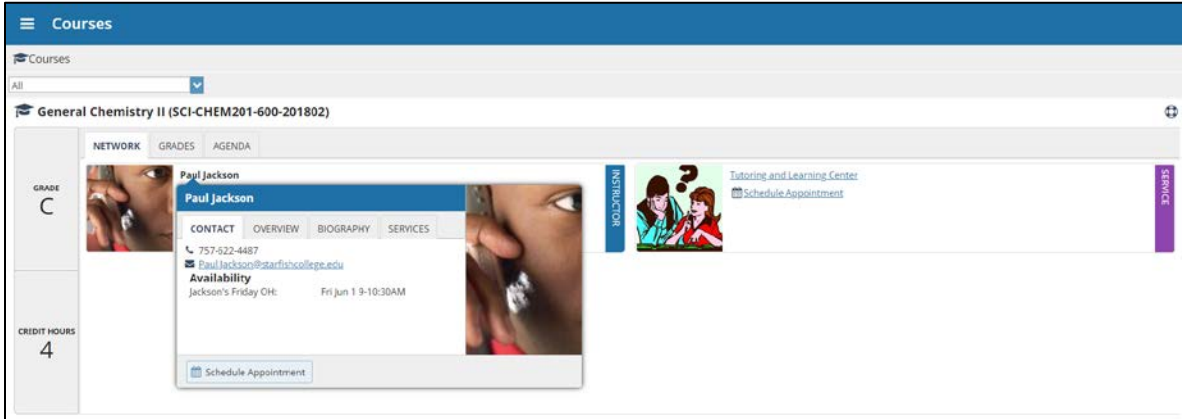
Select **My Success Network** from the navigation menu to display your personalized network. This channel lists the people and resources that are available to assist you. For each person or service listed, you will find contact information, supporting websites, and, if online scheduling is enabled, a link to **Schedule Appointment**. If a service includes a waiting room for walk-in appointments, you can click the "Waiting Room" link to find out how many students are currently in line.

The Services that are most relevant to you are displayed first. Select Show Other Services at the bottom of the page to see additional services.

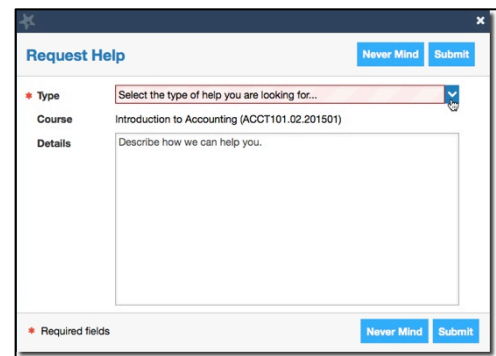


Courses

Select **Courses** from the side navigation menu to display information about courses you are enrolled in as well as contacts and available support related to each. Like the **My Success Network** channel, it is personalized to show the people and services specific to the courses you are taking, and gives you the ability to **Schedule Appointment** or **Request Help** related to a course.



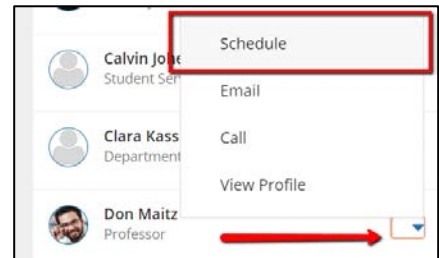
1. Click the Help icon (🗨️) link in the upper, right corner next to any of the courses in which you are currently enrolled.
2. This will bring up the **Request Help** form. Select the **Type** of help needed from the drop down menu and give specific **Details** on how staff can assist you.
3. Click the **Submit** button to submit your request when you are finished.



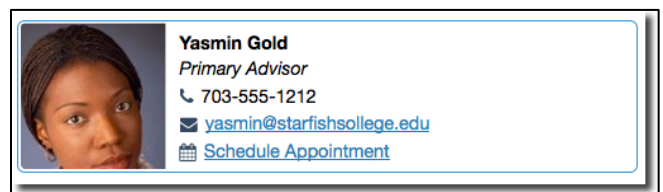
Make an Appointment

1. From the **My Success Network**, click the triangle beside the name of the person you want to schedule an appointment with, and then select **Schedule**.

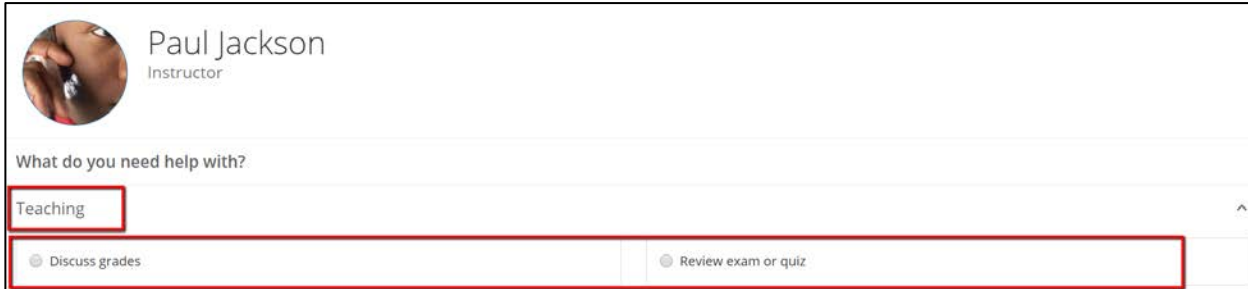
For Services where appointments are available, select **Schedule** for the desired service.



Or, from the **Courses** channel, select **Schedule Appointment** below the contact information for the desired person or service.



2. Select the type of appointment you want to schedule and choose a reason from the list.



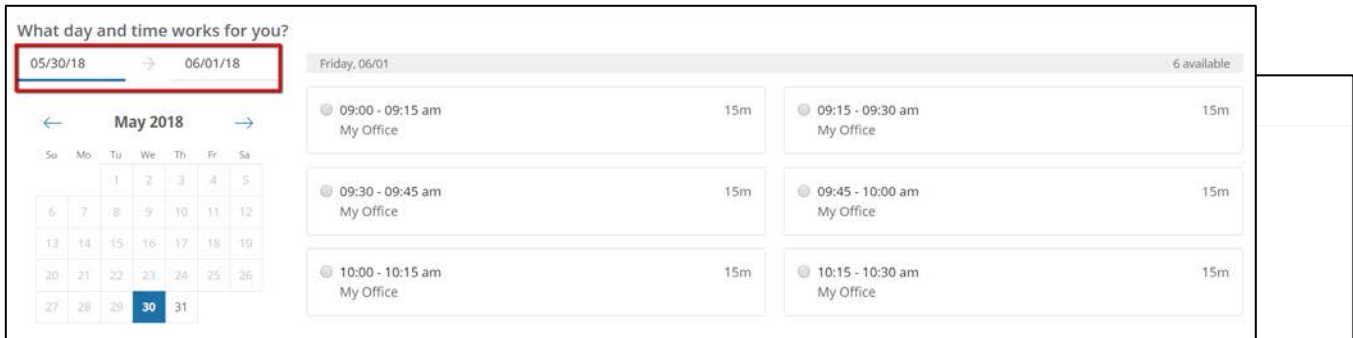
Paul Jackson
Instructor

What do you need help with?

Teaching

Discuss grades Review exam or quiz

3. Adjust the date range as needed to find days and times that work for your schedule, and then select a time from the list.



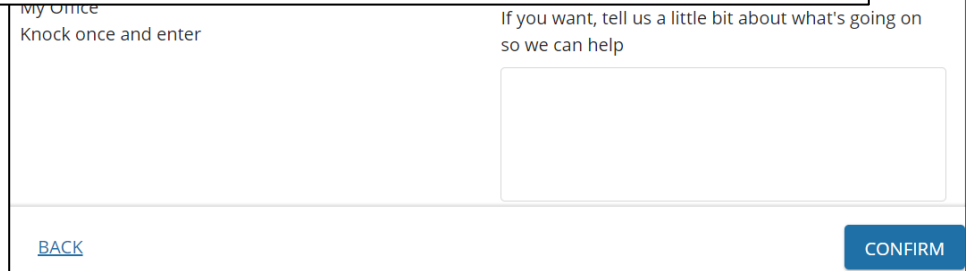
What day and time works for you?

05/30/18 → 06/01/18

Friday, 06/01 6 available

<input type="radio"/> 09:00 - 09:15 am My Office 15m	<input type="radio"/> 09:15 - 09:30 am My Office 15m
<input type="radio"/> 09:30 - 09:45 am My Office 15m	<input type="radio"/> 09:45 - 10:00 am My Office 15m
<input type="radio"/> 10:00 - 10:15 am My Office 15m	<input type="radio"/> 10:15 - 10:30 am My Office 15m

4. Complete your sign up by adjusting any details, such as duration or course, where applicable, and add a description for why you want to meet.
5. Click **Confirm** to finish scheduling the appointment. You will get an email with the appointment details and the appointment will be listed on your **Dashboard**.



my Office
Knock once and enter

If you want, tell us a little bit about what's going on so we can help

[BACK](#) [CONFIRM](#)

Change an Appointment

Upcoming appointments will be listed on your **Dashboard** in the time line view (left column). Click the edit icon (✎) to modify the appointment or the cancel icon (✕) to cancel it.

