How-To Make an Appointment in the UAlbany Advantage Success Center

1. Go to [www.Albany.edu](http://www.albany.edu) and click on MYUALBANY in the upper right-hand corner.

2. Click on “The UAlbany Advantage Success Center”
3. Sign in using your NetID and password.

4. Click on “Make an Appointment” on the right-hand side.
5. If you are **not** a declared major, choose “Academic Advising” from the drop-down.

6. Choose “Academic Support Center” from the second menu, or the type of advising you seek.
7. If you are a declared major, choose “Departmental Advising” from the drop-down.

8. Choose your major from the Department List in the second menu.
9. Choose the appropriate type of appointment you are scheduling and click “Next”.

10. If you see the yellow message, there are no available appointments at this time, click the “back” button and select a different time or type of appointment.
11. Click the drop-down and choose the “Location” of your advisor.

12. Choose from the list of available advisors at that location and click “Next”.
13. Click on a “morning or afternoon” time from your advisor's available appointments shown in blue.

14. Choose a specific time that works for you and click “Next”.

15. Make sure you check over the “Who: Why: When: Where:” and especially your advisor’s “Additional details” for specifics on their location. **Make sure you click on “Confirm Appointment”**

Check your Email for your Appointment Confirmation

It's important you check your UAAlbany email often for changes or cancelation notices from your advisor, prior to your appointment.

We look forward to working with you!