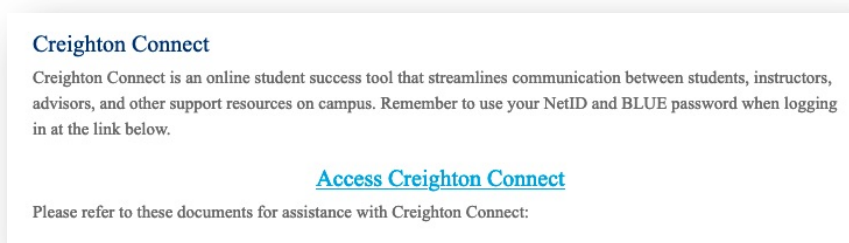


# Make an Appointment in Creighton Connect

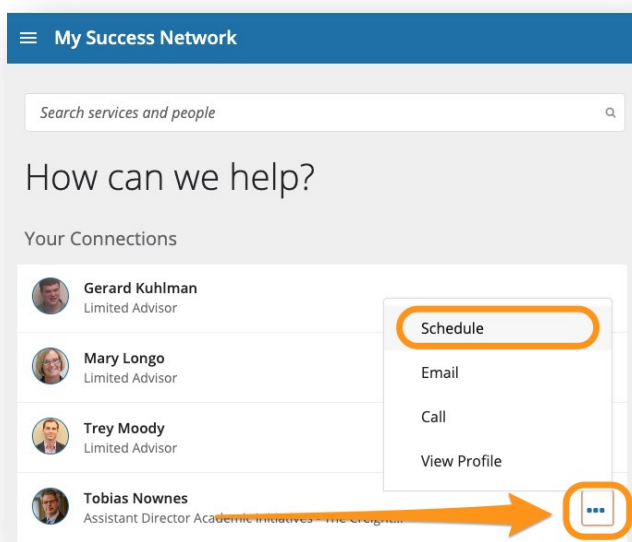
A quick guide for students to make an appointment with faculty and staff using Creighton Connect

## Log into Creighton Connect

1. Visit <http://www.creighton.edu/CreightonConnect>
2. Click on **Access Creighton Connect**

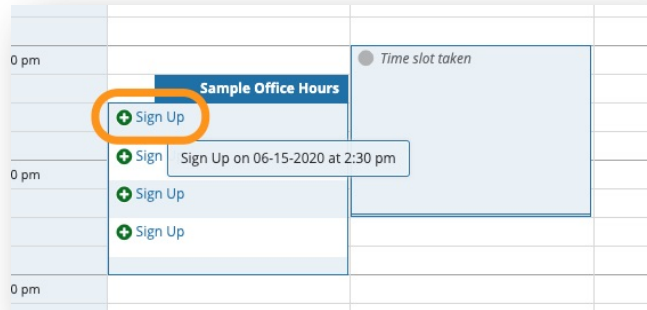


3. Log in using your **NetID** and **Blue Password**
4. On the **My Success Network** page, your current instructors will be listed.
5. Find the instructor you want to meet and click the **three dots** to the right of their name.
6. In the menu that appears, click on **Schedule**



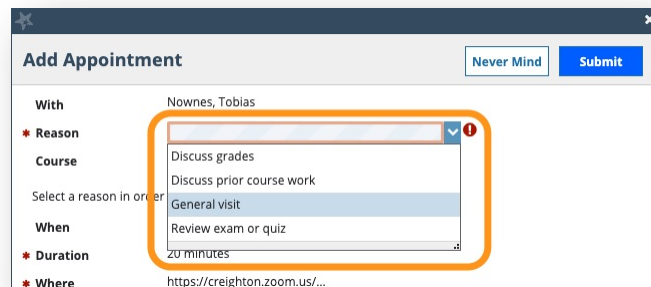
## Find an Open Appointment on the Calendar

7. On the instructor's calendar, find an open time that works and click **Sign-Up**.

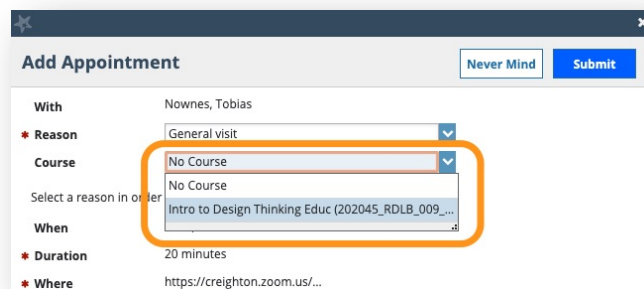


## Booking the Appointment

8. On the Pop-up Screen, in the first **Pull-down Menu**, select the **Reason** for your visit



9. In the next Pull-Down Menu select the **Course**



10. Optionally you can provide **Details** for the reason for your visit to help the instructor prepare for the conversation.
11. **Click** the **Submit** button to book the appointment.

**Add Appointment** Never Mind Submit

**With** Nownes, Tobias

\* **Reason** General visit

\* **Course** o to Design Thinking Educ (202045\_RDLB\_009\_1)

Select a reason in order to complete the following fields:

**When** 2:30 pm 06-15-2020

\* **Duration** 20 minutes

\* **Where** https://creighton.zoom.us/...

**Details**  
Explain in detail what you are looking to accomplish in this appointment.

\* Required fields Never Mind Submit

## Once you Book the Appointment

You will be sent a **Confirmation Email** once you click **Submit**. Additionally, you will be sent a reminder email 15 minutes before the appointment is scheduled to start.

Finally, the instructor will also be sent a notification of your appointment and reminder email 15 minutes before the appointment is scheduled to start.

## Need Technology Assistance?

Contact the DoIT Service Desk - Mon-Fri, 8:00 AM to 5:00 PM

Call (402) 280-1111 or 800-329-1011 or Email the Student Service Desk at [doit4students@creighton.edu](mailto:doit4students@creighton.edu)