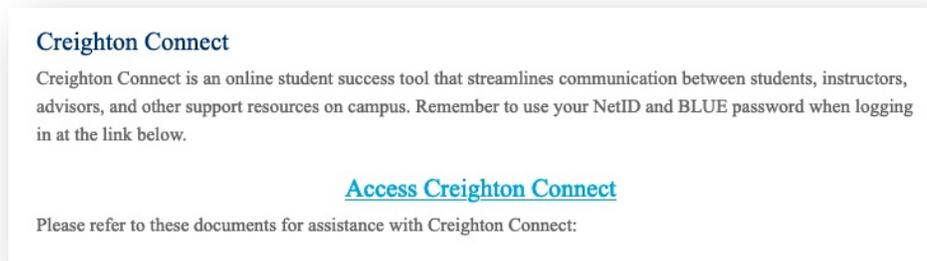


Finding People and Services in Creighton Connect

Creighton Connect is an easy way for students to contact different resources across campus. Through the My Support Network page, students can find the office, resource or support service they need and easily make an appointment or find contact information.

Log into Creighton Connect

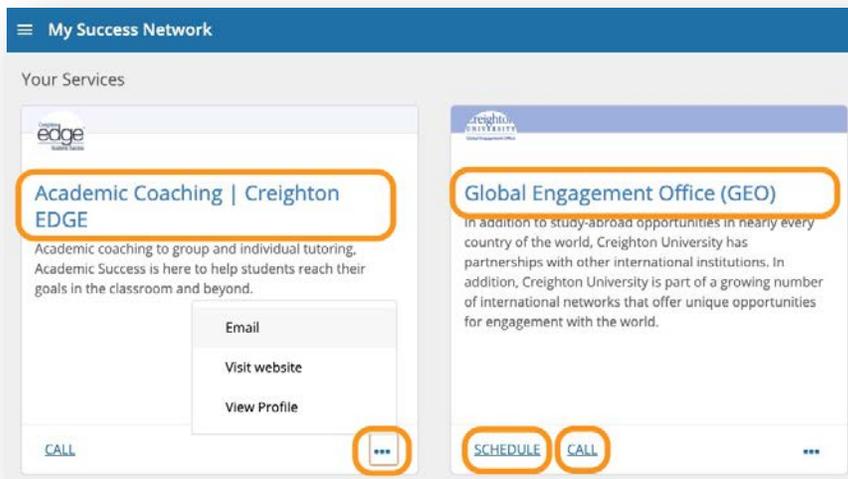
1. Visit <http://www.creighton.edu/creightonconnect>
2. Click on **Access Creighton Connect**



3. Log in using your **NetID** and **Blue Password**
4. You will land on the **My Success Network** page

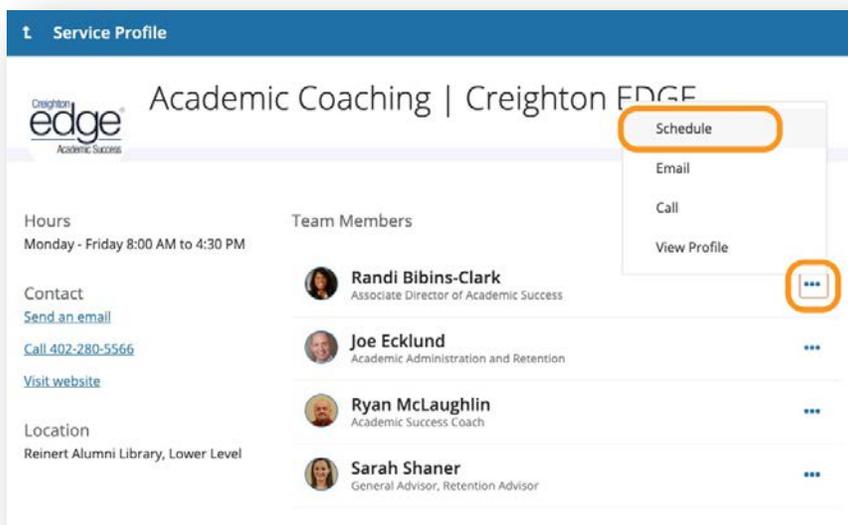
View Services on My Success Network Page

5. Down the **My Success Network** page are different offices and services listed in a grid
6. The **three dots** in the bottom right of each square have contact options. Some areas have a **Call** or **Schedule** link in the bottom left
7. For more details click on the **Department Name**



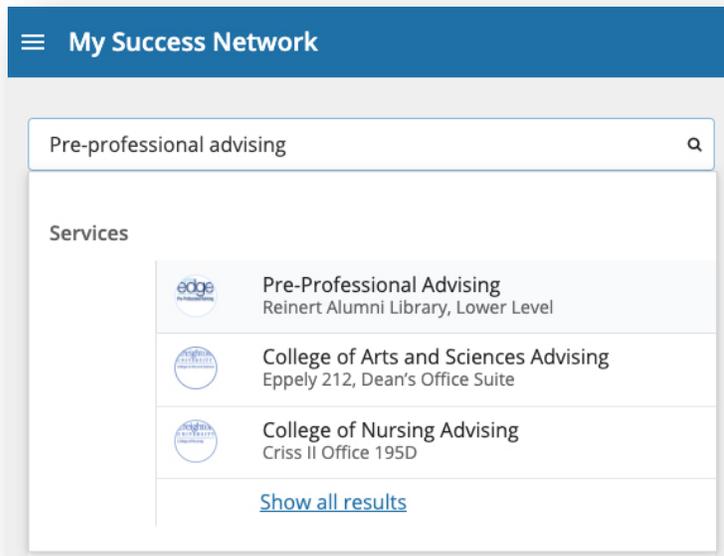
View Area Details

8. Some areas will list professionals that you can contact or schedule an appointment
9. To schedule an appointment, find the **three dots** that are to the right of the professional's name and click on it
10. If available, Click on **Schedule**. (If this is not an option then the professional does not use Creighton Connect to schedule their appointments. Call to make an appointment.)

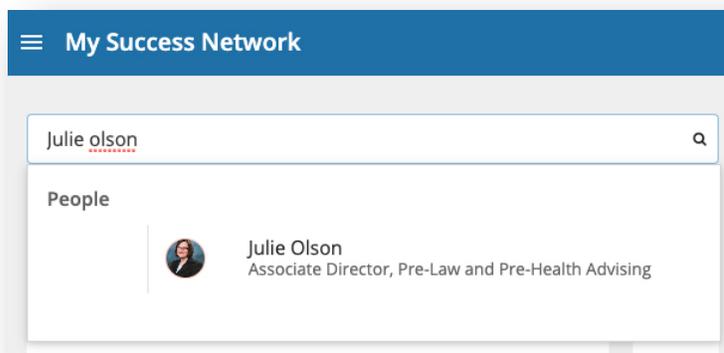


Find Service or Professional by Search

11. If you know the service you are looking for, for example, Pre-Professional Advising, you can search for it in the **Search Bar** at the top of the **My Success Network** page.



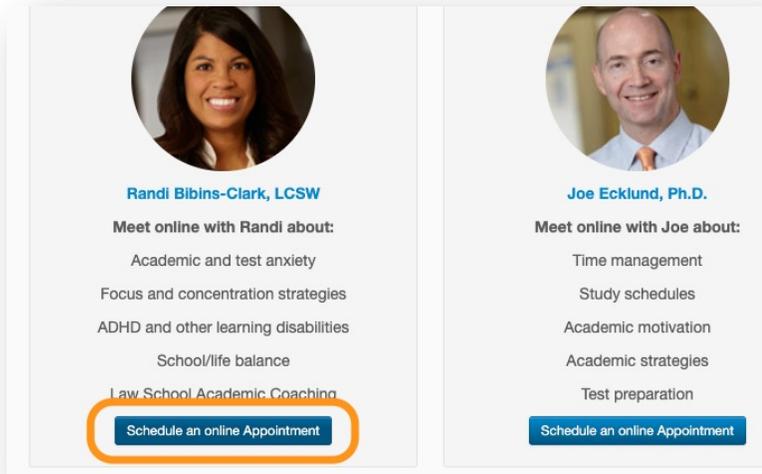
12. Additionally, if you know the name of the faculty or staff member you can **search by name** as well.



Access by Direct Link

13. Some professionals have a link directly to their schedule in Creighton Connect available on their email signature or on their department's web page. You can use this link to get right into Creighton Connect and book an appointment without searching or scrolling.

14. By visiting the professional's webpage, click on the provided link to schedule an appointment.



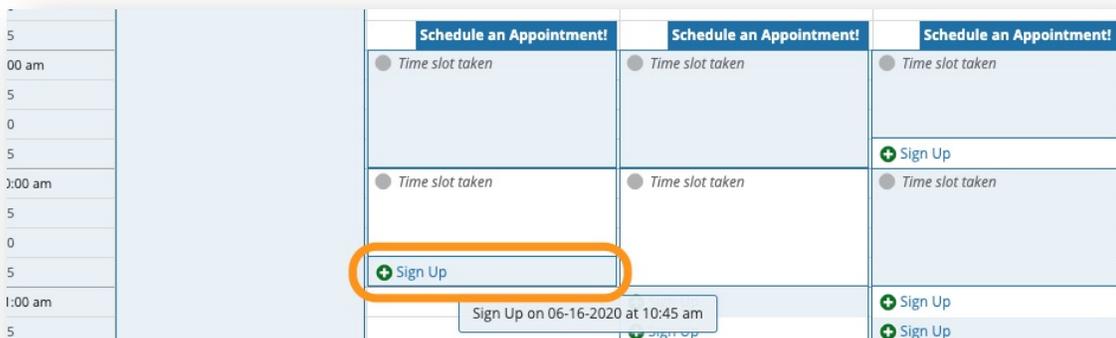
15. You will need to log into Creighton Connect with your **NetID** and **Blue Password** to view and make an appointment.

16. Once logged in you will have a view of the professional's calendar.

To Schedule an Appointment

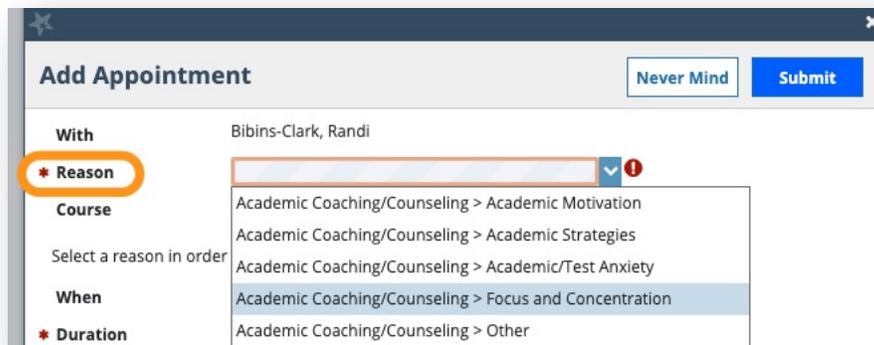
17. Once you are in the **Calendar**, the professional's available appointment times will be shown with a **Sign-Up** link in their calendar.

18. Find a time on the calendar that works for your schedule and click on the **Sign-Up** link



Book Your Appointment

19. In the Pop-up Screen select the **Reason** for the appointment from the **Pull-down Menu**

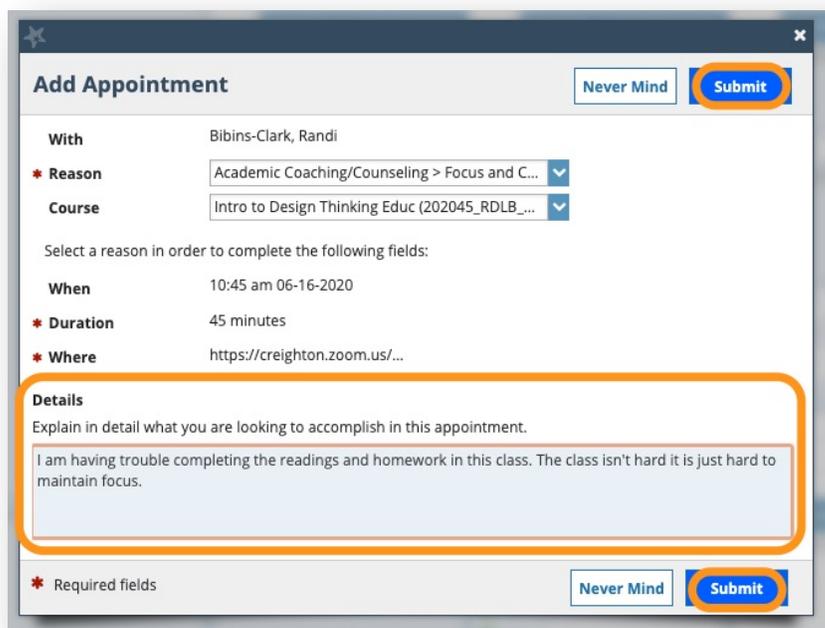


The screenshot shows the 'Add Appointment' form with the 'Reason' dropdown menu open. The 'Reason' field is highlighted with a red circle. The dropdown menu lists several options, with 'Academic Coaching/Counseling > Focus and Concentration' selected. The 'Submit' button is highlighted with a blue circle.

With	Bibins-Clark, Randi
* Reason	Academic Coaching/Counseling > Focus and Concentration
Course	Academic Coaching/Counseling > Academic Motivation
Select a reason in order	Academic Coaching/Counseling > Academic Strategies
When	Academic Coaching/Counseling > Academic/Test Anxiety
* Duration	Academic Coaching/Counseling > Other

20. If it applies, Select the **Course** that you are meeting about.

21. Provide **Details** about what you want to talk about so that the professional can be prepared for the appointment.



The screenshot shows the 'Add Appointment' form with the 'Details' text area filled with text. The 'Submit' button is highlighted with a blue circle. The 'Details' text area is highlighted with a red circle.

With	Bibins-Clark, Randi
* Reason	Academic Coaching/Counseling > Focus and C...
Course	Intro to Design Thinking Educ (202045_RDLB_...
Select a reason in order to complete the following fields:	
When	10:45 am 06-16-2020
* Duration	45 minutes
* Where	https://creighton.zoom.us/...
Details	Explain in detail what you are looking to accomplish in this appointment. I am having trouble completing the readings and homework in this class. The class isn't hard it is just hard to maintain focus.
* Required fields	

22. Click the **Submit** button.

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 professional that you are meeting with 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