Get in Line ì Remote Drop-Ins in Archivum (Walk-=bg'UfY'B ck 'Î 8 fcd-Insi')

Instead of scheduling appointments, students can "get in line" for a meeting via phone or online/video with a few quick steps: <u>NOTE</u>: You can only be in ONE advising line at a time!

- 1) Sign-in to Archivum with your NetID and password (just like scheduling an appointment!).
- 2) On the Homepage, select Student Portal Appointment Scheduling.



3) Select "Get in Line"



4) Select Phone or Microsoft Teams (for an online video chat). Enter a phone number and choose the advising area you'd like to meet with. (You cannot request to see a specific advisor at this time.)

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- 5) <u>See Green Box?</u> That's how many people are in line front of you.
 <u>See a Red Box?</u> This advising office is NOT currently receiving virtual drop-ins.
- 6) Enter an appointment reason and then add more information to tell an advisor what you need (it's required!). 7]W_î; Yhi]b @]bYi ° Once you're in line, keep m