Login to Navigate at <a href="https://memphis.guide.eab.com/">https://memphis.guide.eab.com/</a> or through the link in the myMemphis portal

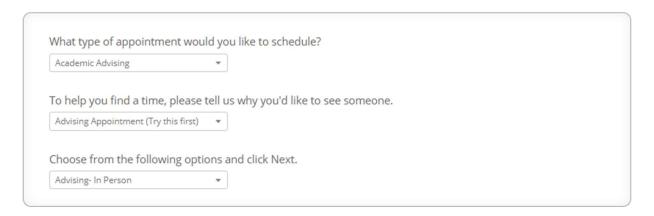
Click on the **blue Schedule an Appointment** button in the upper right of the screen



Schedule an Appointment

Make the appropriate selections from the three drop down menus based on the type of appointment you wish to schedule and **click Next**. The example below shows the selections for an <u>In Person</u> appointment with your <u>Academic Advisor</u>

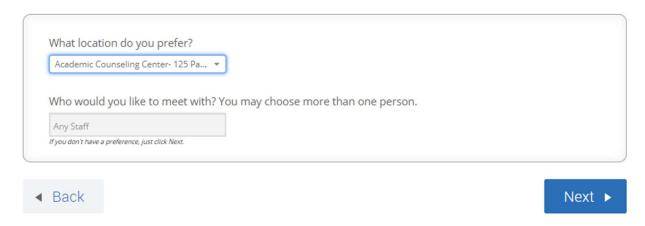
# Schedule Appointment





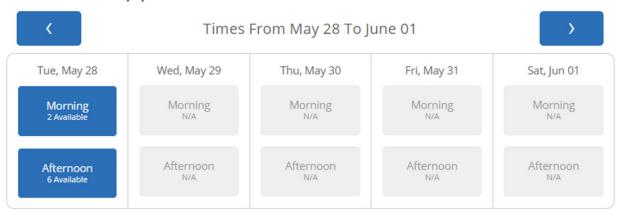
Select the appropriate location and click Next. In most cases, you will only have 1 option.

## Schedule Appointment



You can scroll from one week to the next and click on Morning or Afternoon to see available times

# Schedule Appointment



 $<sup>\</sup>star$  All times listed are in Central Time (US & Canada).

refreshed at 8:47am CDT.

#### Select the date/time that works for you and click Next

### Schedule Appointment



Confirm that all details are correct including the **mobile number displayed** for your text message reminder. **Click** the blue **Confirm Appointment** button to schedule your appointment.

### Schedule Appointment

