



Scheduling an Advising Appointment with AdvisorTrac Student Quick Tips

A. To make an appointment using AdvisorTrac, follow these steps:

1. Navigate to **AdvisorTrac**: <https://appointments.lehman.edu>
2. Log into **AdvisorTrac** using your **Lehman Username** (firstname.lastname) and **password**.
3. To schedule an appointment, click **Search Availability** under the **Student Options** menu on the left.
4. From the drop down menu, select the office or center (e.g., **Academic Advisement Center**) where you would like to schedule the appointment.
5. Select a **Reason for visit** from the drop down list
6. Modify the search options (e.g. **dates, times, days**, etc.). Leaving the search options set to their default will provide you with the most available appointment times.
7. Click **Search**.
8. The available times for each advisor will be displayed to the right.
9. Click on the time you would like your appointment.
10. In the **Appointments Entry** pop-up box, select your **Reason for visit** for the visit again.
11. Please provide your mobile or home phone number and enter additional comments in the Notes that will be useful during advisement.
12. Click **Save**. The Appointments Entry pop-up box will disappear confirming that the appointment was successfully created.
13. A confirmation e-mail with the details of the appointment will be sent to your Lehman email shortly and your upcoming appointment will reflect in the **Main Menu**.

B. To Cancel an Appointment using AdvisorTrac, follow the steps below:

1. Log in to **AdvisorTrac** using your **Lehman Username** (firstname.lastname) and **password**.
2. All of your upcoming appointments will be listed on the left under your **Calendar**
3. To cancel an appointment, click the **X** next to the appointment (at the end).
Note: Appointments should be cancelled with as much notice as possible to allow others to take advantage of the open slot, but with no less than 24 hours' notice. Failure to do so will be considered a missed appointment.
4. Enter your reason for cancelling the appointment and click **Confirm Cancellation** button.
5. To make a new appointment, follow the steps outlined above (Section A.)