**Student Facing Scheduler Instructions**

**INSTRUCTIONS: Please review carefully**

1. Click on the **Navigate Login** Button  
2. Sign in using your Z-ID and password  
3. At the top left, you should see Student Home. If it says staff home, click on the drop down next to it to **select Student Home**  
4. At the top right, click on the blue **Schedule an Appointment** button  

5. Select Advising NIU for appointment type Select the reason for the appointment  
6. Select the location that you wish to make an appointment at. You can only make an appointment with the advisor assigned to you in MyNIU  

7. **Select your assigned advisor’s name** as the advisor  
8. Chose the **date and time** that you would like to meet in the calendar  

9. **Enter comments** on the confirmation screen to let me know why you would like to meet  

   *For instance you can add any additional services or topics you want to discuss here:*

10. **Confirm** the appointment

You will receive an email confirmation that the appointment has been successfully scheduled. You will also receive an email reminder 24 hours in advance and a text reminder 1 hour in advance. If you need to reschedule an appointment, please call the advising office that you made the appointment with.

If you are not sure who your advisor is, please select the following link:  
[https://www.niu.edu/advising/your-advising-plan/advisors.shtml](https://www.niu.edu/advising/your-advising-plan/advisors.shtml)

You can also look up who your assigned advisor is on your Student Center in MyNIU: