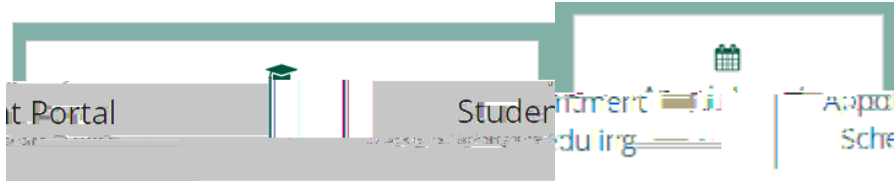


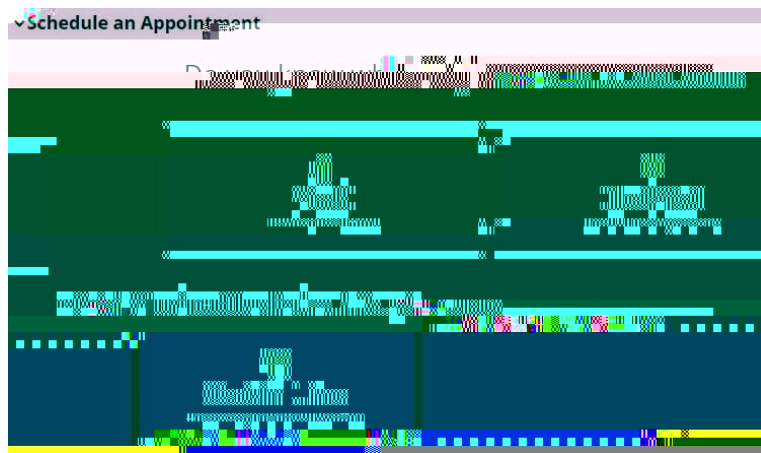
Get in Line Remote Drop-Ins in Archivum (Walk-Through)

Instead of scheduling appointments, students can “get in line” for a meeting via phone or online/video with a few quick steps: **NOTE: 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.)



5) See Green Box? That's how many people are in line front of you.

See a Red Box? 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 ; Yh]b'@]bYî ° Once you're in line, keep m