

# ROCKY'S RESOURCES: HOW TO...

## SCHEDULE AN ADVISING APPOINTMENT

It's important that you meet with your academic advisor to plan out your courses so that you stay

1

### LOG INTO YOUR MYUSF ACCOUNT

Using your NetID and password, log into your myUSF account to access the complete list of resources offered by USF.

2

### NAVIGATE TO BUSINESS SYSTEMS TAB

In myUSF, click "Business Systems" and navigate to Archivum.

3

### SELECT STUDENT PORTAL

On the main Archivum page, select student portal. Find the tab named "Schedule an Appointment".