

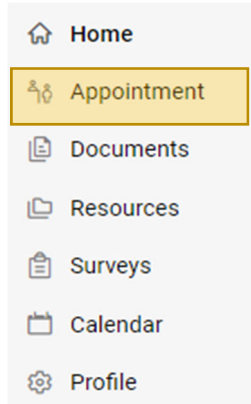
Scheduling Appointments in Symplicity

Which offices can I schedule an appointment with?

- Career Readiness Center (careercenter@unthsc.edu)
- Center for Academic Performance (CAP@unthsc.edu)
- International Services (international@unthsc.edu)
- Office of Care and Civility (OCC@unthsc.edu)
- Office of Disability Access (ODA@unthsc.edu)
- Office of Student Development (studentdevelopment@unthsc.edu)

How to log in and schedule.

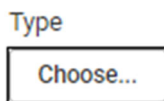
1. Log in to <https://unthsc-insight.symplicity.com>; select the “Student” button and then use your EUID and password to log in.
2. Click on “Appointment” in the left navigation bar.



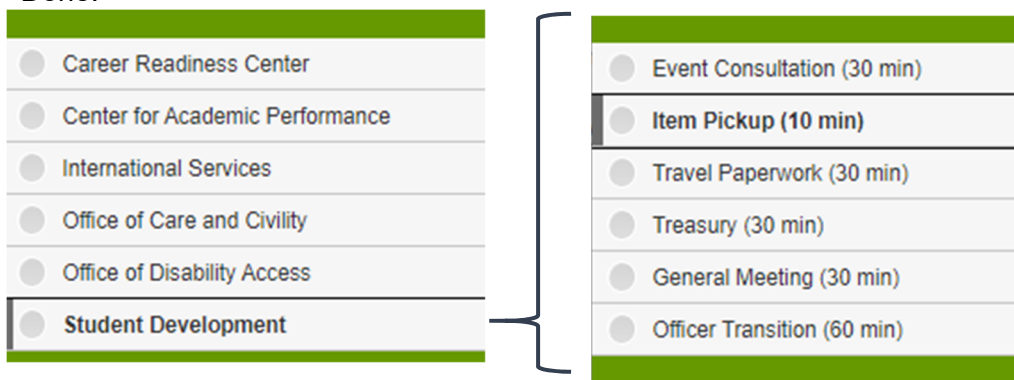
3. Click the “Request New Appointment” button at the bottom of the page.



4. Select “Choose...” under the Type.



5. Select which office and then the reason you want to make an appointment. Then click “Done.”



6. Narrow down your search using the Date Range and Time Range.

The screenshot shows a form with two sections: "Date Range" and "Time Range". The "Date Range" section has two date input fields, one with "2021-07-07" and another with "2021-10-15", each followed by a "Select" button. A "to" label is positioned between the two date fields. The "Time Range" section has two rows of time selection. The first row has dropdowns for "07", "00", and "am", followed by a "Clear" button. The second row has dropdowns for "06", "30", and "pm", followed by a "Clear" button. A "to" label is positioned between the two rows.

7. Select a location. Appointments can be done in-person at the Student Service Center or virtually via Zoom.

The screenshot shows a dropdown menu titled "Location". The menu is open, showing two options: "In-person" and "Virtual". The "In-person" option is highlighted with a blue background.

8. You can select a particular staff member or leave blank to find the earliest possible appointment.

The screenshot shows a dropdown menu for staff selection. It has a search bar with the text "search here" and a magnifying glass icon. Below the search bar are three checkboxes, each followed by a name: "Ashlee Jimenez", "Brandie Wiley", and "Ellie Ersatz". At the bottom of the menu, there is a link that says "0 of 8 selected | show selected | show all".

9. On the right, you will see the availability for each staff member and the times they are available. Select the staff member and time by clicking on the corresponding staff name. Example below shows selecting a time at 11:15 AM.

The screenshot shows a list of staff members and their availability. Each entry consists of a staff name, a location, and a time. The staff name "Lori Saunders" is underlined and blue, indicating it is a link. The location is "Student Service Center - 10 mins". The time is "11:00 am", "11:15 am", or "11:30 am". The "11:15 am" entry is highlighted with a yellow background.

Staff Member	Location	Time
Lori Saunders	Student Service Center - 10 mins	11:00 am
Lori Saunders	Student Service Center - 10 mins	11:15 am
Lori Saunders	Student Service Center - 10 mins	11:30 am

10. Next, a window will come up with the appointment details and a space for you to provide a reason for your appointment.

The screenshot shows a form titled "Reason for Meeting Details *". Below the title is a prompt: "Please be as detailed as possible about why you're requesting this meeting". There is a large empty text area for the user to enter their reason.

11. Once you have entered the reason for your appointment, scroll to the bottom and select "Submit Request."

The screenshot shows a blue button with the text "Submit Request" in white.

12. You will receive a confirmation email with the details of your appointment.