



***How to make
an appointment
with your
First Year Advisor
in Accudemia***

To Access Accudemia:

Go to <https://mu.accudemia.net/> or click on the Accudemia link from the First Year Advising home page and log in

Schedule an appointment with your advisor:

- ➔ From the Accudemia home screen select "New Appointment"
- ➔ Select your Center by typing in "First Year Advising" or scroll down and click on it
- ➔ Select Subject Area by clicking on "First Year Advising - (your advisor's name)"
- ➔ Scroll down to the available appointment slots and click on the one you want. Toggle between weeks by clicking on the Prev or Next button, or by clicking on the calendar icon

**PLEASE NOTE: Appointments are 30 minutes on the hour and half hour.
Example: 9:00-9:30 or 9:30-10:00. An INVALID choice would be 9:15-9:45**

DO NOT schedule an appointment during one of your classes

- ➔ You're almost done! Review the appointment and click "Confirm"
- ➔ An "Appointment Confirmed" message will display and you will receive an email confirmation