How to Make an Appointment with your First Year Advisor in Accudemia

To access Accudemia:
- Go to http://accudemia.monmouth.edu, or click on the Accudemia link from the First Year Advising Home Page.
- Log on to the Welcome Screen by entering your user name (your student ID#) and password
  - This is the same user name and password that you use for MyMU

Schedule an appointment in First Year Advising:
- Scroll over Appointments in the menu on the left and select Wizard
- In the Filter Screen, select All Days. Then click Next
- In the Subject Area, select First Year Advising - (your advisor’s name) Then click Next
- In the Service Area, select First Year Advising. Then click Next
- Select your assigned faculty advisor. Then click Next
- Choose your appointment time
  - Available appointments are highlighted in green. Appointments are offered for 30 minutes on the hour and half hour.
    - Example: 9:00 AM - 9:30 AM
    - 9:15 AM will be an INVALID choice
- On the next screen, select “No, one time” as the choice for recurring reservations. Then click Next
- The next screen will give the details of your appointment with your advisor. Click Finish
- Click Yes to confirm your appointment
  - You will receive an email confirmation and reminder email 24 hours before your scheduled appointment
  - Please note: When you come in for your appointment you will need to bring your student ID card to scan at the front desk.

To cancel an appointment:
Please go to your confirmation email, click the enclosed link to cancel the appointment

OR
- Follow the steps above to reach the Student Main Menu/Welcome screen
- Scroll over Appointments in the menu on the left and select View All
- Select the appointment you want to cancel. Click the Cancel tab, click Yes