1) Login to your MySlice account to see a link to Orange Success



* you can also access Orange Success from Blackboard

2) Go to the "Services" section at the top of the window. Even though it only says services, you can still look up people here.

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🚯 System An	inoba, invest	Örange SUccess SYRACUSE UNIVERSITY	
***	2 Dashboard		
Dashboard	WEDNESDAY	TODAY	There are currently no open items in
Messages		No items scheduled today. Enjoy your day!	l
My Success Network	i.	Load more	
Raise Your Hand			
Courses			
Plans			
🔆 Copyright 🕯	© 2008-2017, Starfish Retention Solu	utions, Inc. U.S. Patent No. 8,472,862. Additional Patents Pending.	

3) The search box at the top right will allow you to look up an Honors advisor, view their calendar, and book an appointment.

Services		Search Enter service or member names	Go
-	Architecture Advisors		Tí
	Architecture Advisors		
-	 ✓ 315-443-2256 ✓ 201 Slocum Hall ✓ <u>http://koa.svr.edu</u> 		
	Vaiting Room C*		

The search can be a little funky. Do not enter "Honors" in the service search box. You'll find us listed on the "services" tab, but you won't be able to click through to an advisor's calendar. *With our office, you have to look up the exact person you want to see*. Our advisors are:

- Hanna Richardson,
- Karen Hall,
- Naomi Shanguhyia,
- Kate Hanson,
- Jolynn Parker

Also, it is easiest to simply enter the last name only of the person you want to see.

Back to Services	Search	Richardson		Go	

Once you hit 'Go', make sure you click on the "Members" results tab. Since you've searched for a person (member), you have to select the members tab. There is only one result for 'Richardson'

Services > Search Results for 'Richardson'							
Services (0) Members (1)							

Once you have found the advisor you want to see, view their open advising hours which will be listed if they have prescheduled times open. Click on the "Schedule Appointment" link to be taken to Hanna Richardson's appointment calendar.



Just find an open slot and click on the "+ Sign up" button to reserve that advising appointment on her calendar. The booking function will allow you to optionally enter a note as to what you would like to discuss in your appointment.

4	4 February 2017 ▼ ▶		•	Dest	West							
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19	20	21	22	23	24	25	35					
26	27	28	1	2	3	4	30					
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Hanna Richardson				ion		30		Time slot taken	O Sign Up	O Sign Up		
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Follow the prompts to book your appointment

If you need to cancel, just look up your existing appointment in the system, open the appointment, and cancel.