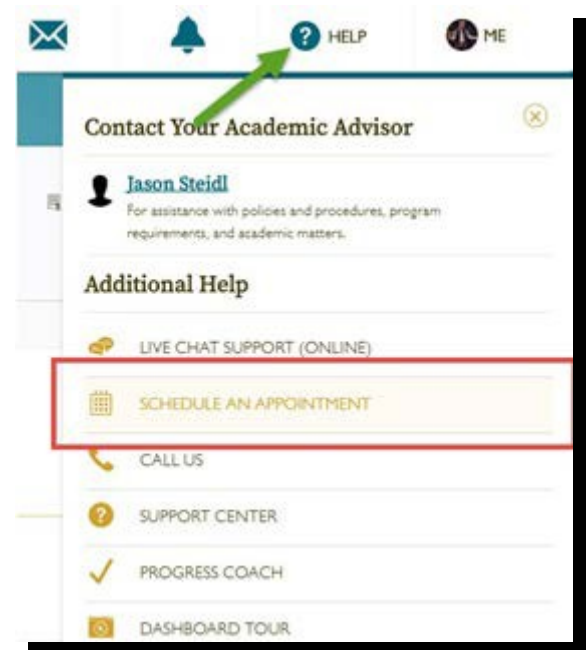


To schedule an appointment with an onsite Faculty or Academic Advisor, follow the steps below:

Step 1. Login to your [myWalden](#) portal.

Step 2. Find and click the HELP button in the upper right-hand corner of your portal.

Step 3. Click Schedule an Appointment

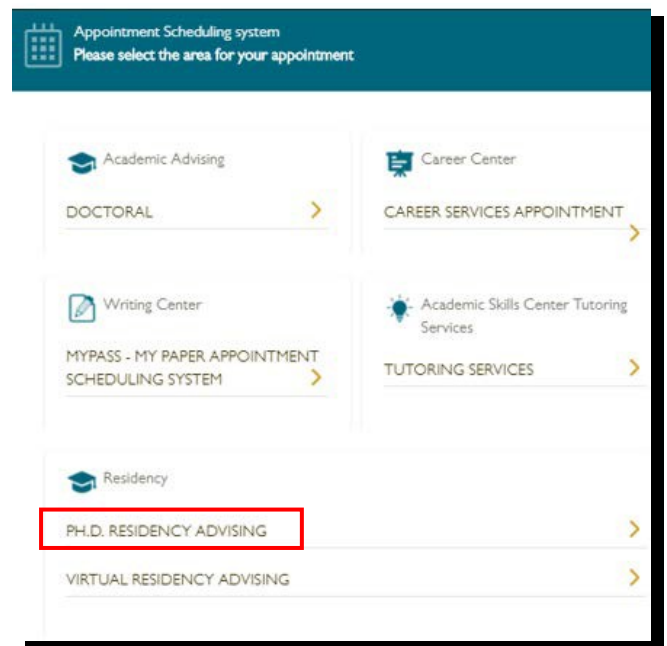


Step 4. Scroll to the bottom and select your Residency program  
(e.g. Ph.D. Residency Advising)\*\*

\*\*If the dates/times of the appointments do not mirror your residency time frame, please ensure you clicked the proper program link in Step 4.

Step 5. Select Make Appointment.

[Make Appointment](#)



Step 6. Select the relevant appointment reason and click Continue. *You may select more than one appointment reason.*

## Appointment Reason Selection

**Please select a reason then Click on Continue**

*You may select more than one reason.*

Course Content Questions	▲
Dissertation process/finding committee	
Dissertation Topic Exploration	
Field Experience	
Forming a research questions	▼

Go Back

Continue

Step 7. Select a specific day.

- i. Select a start time (i.e. 8:00 AM)
- ii. Select an end time (i.e. 9:00 PM)
- iii. Select ALL for faculty or advisor names

## Search for Residency Appointments

**Please select the Advisor, day of the week and time of day you prefer.**

Day of week	Start Time	End Time	Advisor Name
Monday	7:40:00 AM	6:20:00 PM	All
Tuesday	8:00:00 AM	6:40:00 PM	A.Eichholz, Fac EDUC
Wednesday	8:20:00 AM	7:00:00 PM	A.Hacker, Fac PPA
Thursday	8:40:00 AM	7:20:00 PM	B.Benoliel, Fac HUMN
Friday	9:00:00 AM	7:40:00 PM	B.Hagens, Fac PPA
Saturday	9:20:00 AM	8:00:00 PM	B.Mullinix, Fac EDUC

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Reset

Find Appointments

Step 8. Click Find Appointments.

Step 9. Click the asterisk (\*) next to the appointment you would like to schedule.

## Appointment Search Results

### Select your Advising appointment

Select	Date	Day	Time	Counselor Name
*	12/27/2017	Wednesday	04:40 PM	C. Fletcher Fac NURS
*	12/27/2017	Wednesday	04:40 PM	C.Garner, NURS
*	12/27/2017	Wednesday	04:40 PM	C.Jones, Fac PPA
*	12/27/2017	Wednesday	04:40 PM	D.Milen, Fac PPA

Step 10. Enter the requested information, then click Continue.

## Appointment Confirmation

**Please verify your phone number, change as needed.**

Phone Number

Extension

eMail Address

Confirm eMail Address

Go Back

Continue

Step 11. The next screen will confirm your appointment. You will also receive a confirmation email.

You have scheduled an advising appointment with:

**Nina Nabors on Wednesday, June 24, 2020 at 4:00 PM**

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