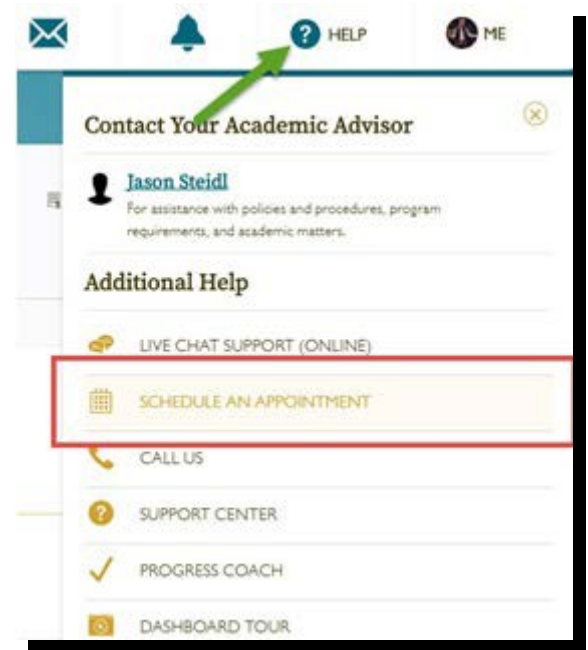


To schedule an appointment with an onsite Faculty or Academic Advisor, follow the steps below:

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

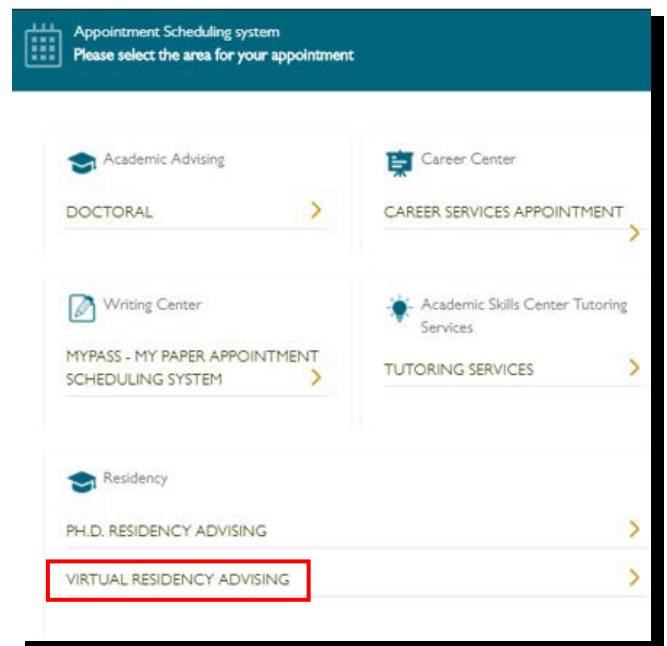


Step 4. Scroll to the bottom and select your Residency program
(e.g. Virtual Residency Advising)**

**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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