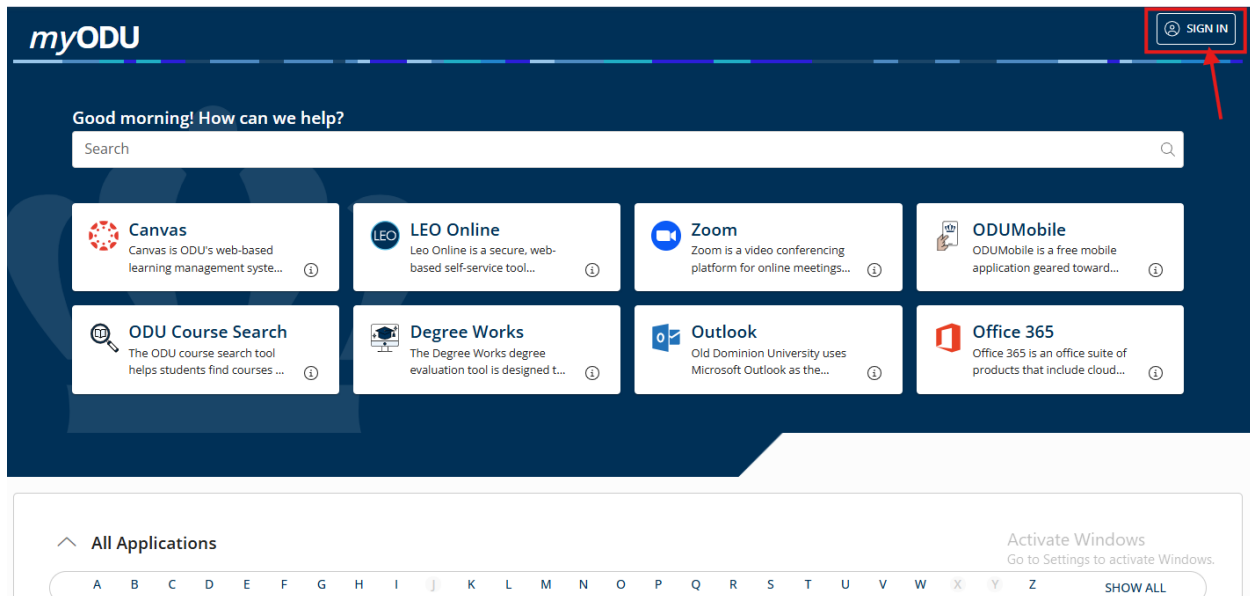
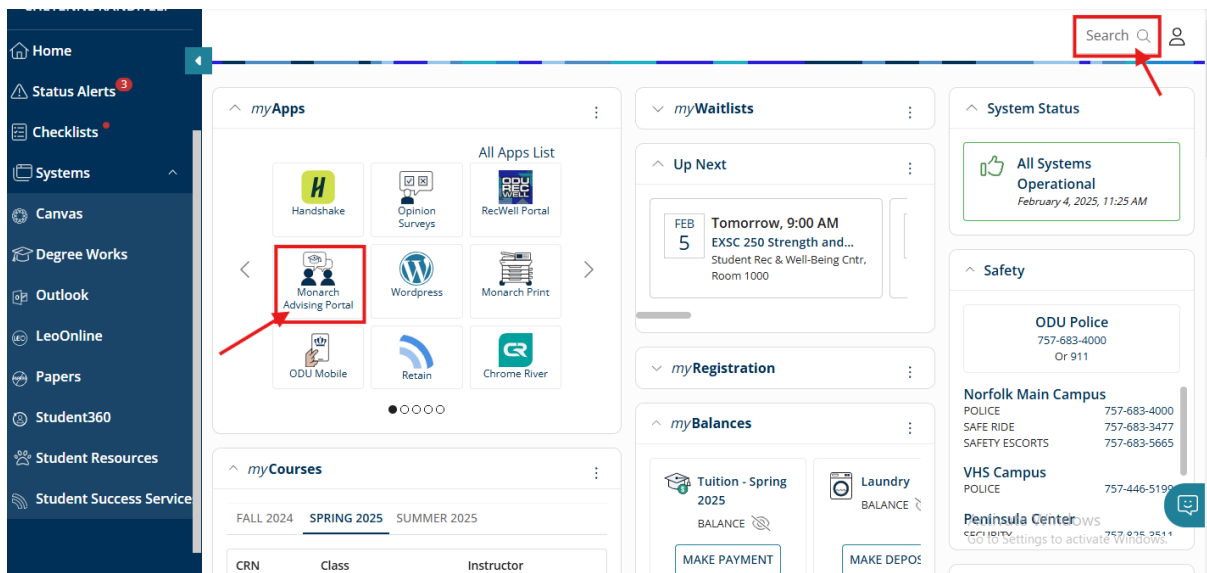


# Directions to Schedule an Appointment

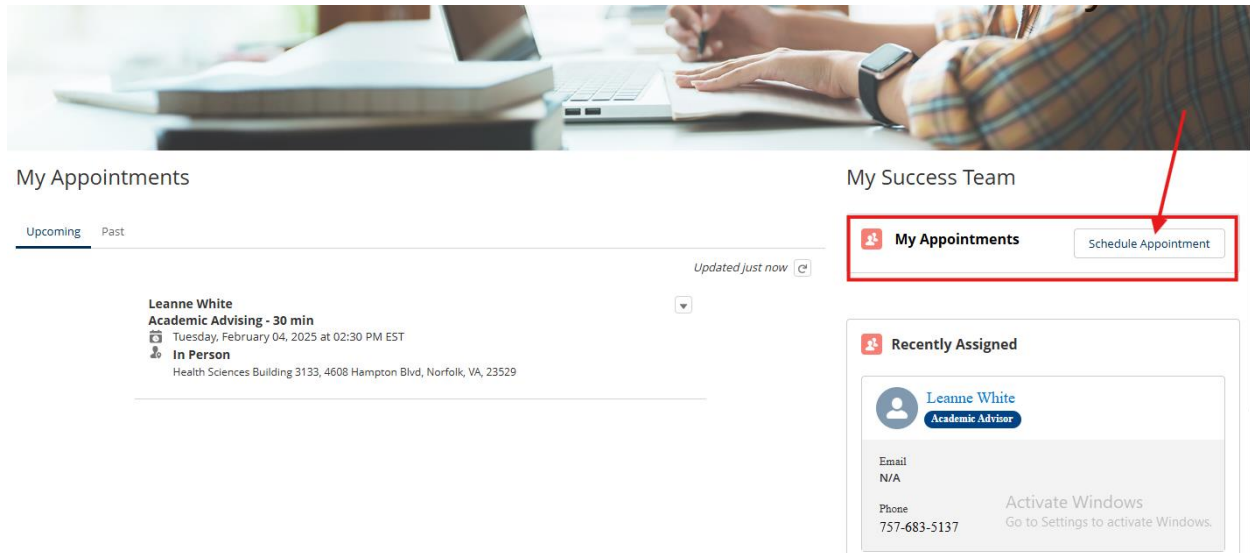
1. Login to your ODU portal: <https://my.odu.edu/>



2. Click on the Monarch Advising Portal application or search for "Monarch Advising Portal"



3. Once opened click on “Schedule Appointment,” next to “My Appointments”



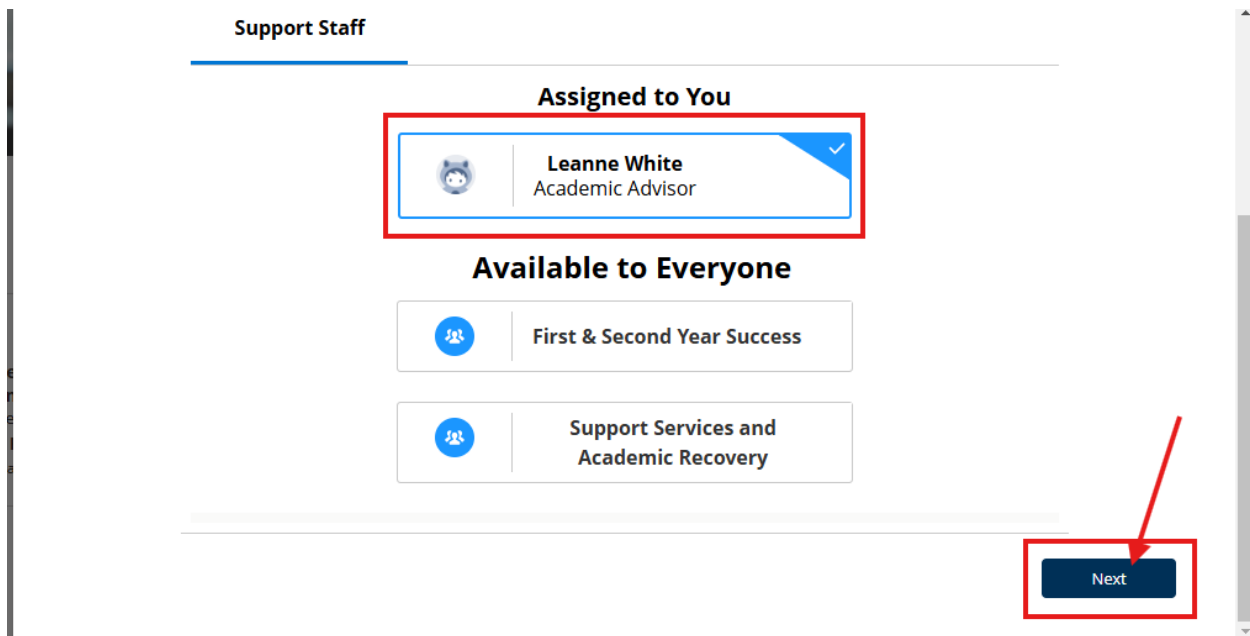
The screenshot shows a user interface with a header image of a person working at a desk. Below the header, there are two main sections: "My Appointments" and "My Success Team".

**My Appointments:** This section has tabs for "Upcoming" and "Past". It displays an appointment for "Leanne White" titled "Academic Advising - 30 min" on "Tuesday, February 04, 2025 at 02:30 PM EST". The location is "In Person" at "Health Sciences Building 3133, 4608 Hampton Blvd, Norfolk, VA, 23529". There is an "Updated just now" status and a dropdown arrow.

**My Success Team:** This section contains two sub-sections:

- My Appointments:** A red-bordered box highlights this section, which includes a "Schedule Appointment" button. A red arrow points to this button.
- Recently Assigned:** This section shows a card for "Leanne White", an "Academic Advisor". It lists "Email: N/A" and "Phone: 757-683-5137". There is also a "Go to Settings to activate Windows" notification.

4. Select your assigned advisor and click “Next” - if you do not see an assigned advisor, email [HSAdvising@odu.edu](mailto:HSAdvising@odu.edu) so this can be updated.



The screenshot shows a "Support Staff" selection screen. It is divided into two main categories:

- Assigned to You:** A red-bordered box highlights a selection card for "Leanne White", an "Academic Advisor". The card has a blue checkmark in the top right corner.
- Available to Everyone:** This section contains two selection cards:
  - "First & Second Year Success"
  - "Support Services and Academic Recovery"

At the bottom right of the screen, a red-bordered box highlights a dark blue "Next" button. A red arrow points to this button.

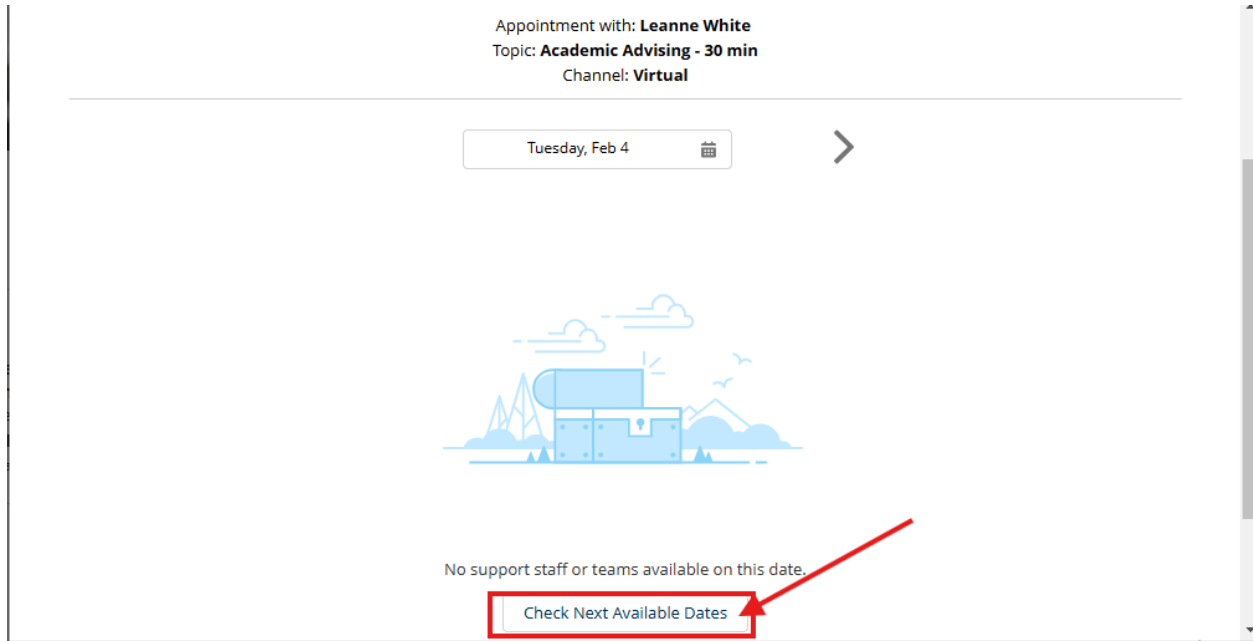
5. Select “Academic Advising - 30min” then select “Next”

The screenshot shows a progress bar at the top with five steps. The first step is completed, and the second step, 'Select a Topic', is currently active. Below the progress bar, the text 'Select a Topic' is centered. Underneath, it says 'Appointment with: Leanne White'. There are two topic options: 'Academic Advising - 30 min' (highlighted with a red box and a blue checkmark) and 'Newly Admitted Student - 60 min'. At the bottom right, there are two buttons: 'Back' and 'Next' (highlighted with a red box and a red arrow pointing to it).

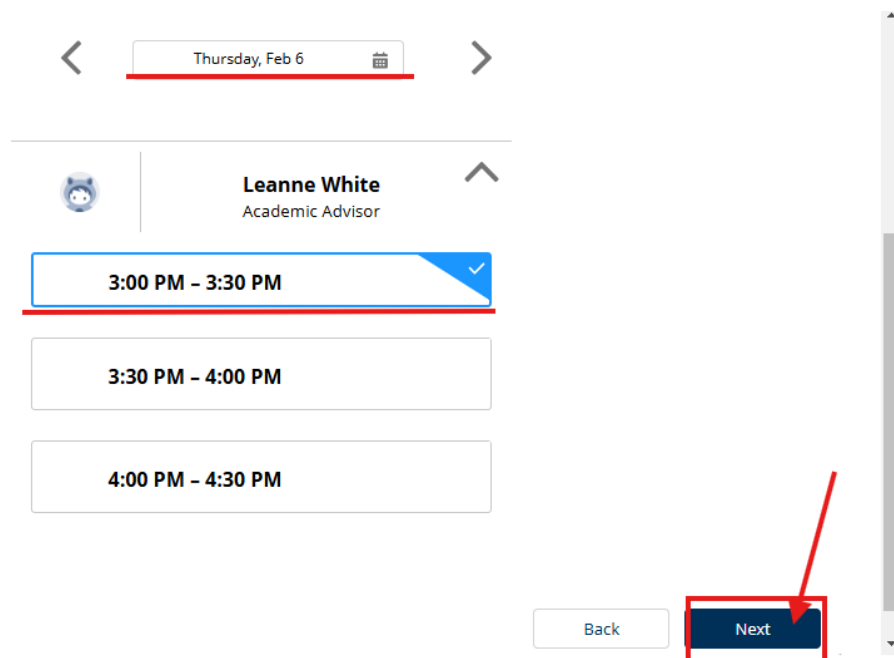
6. Select either “Virtual” or “In Person” then select “Next”

The screenshot shows a progress bar at the top with five steps. The first two steps are completed, and the third step, 'Select Channel', is currently active. Below the progress bar, the text 'Select Channel' is centered. Underneath, it says 'Appointment with: Leanne White' and 'Topic: Academic Advising - 30 min'. There are two channel options: 'Virtual' (highlighted with a red box and a blue checkmark) and 'In Person'. At the bottom right, there are two buttons: 'Back' and 'Next' (highlighted with a red box and a red arrow pointing to it).

7. Use the calendar function next to the date OR select “Check Next Available Dates”




8. Ensure the date you want to schedule is shown above, then select a time and click “Next”





9. Review the details, add a short note of what you would like to discuss, then select “Confirm.”

Verify all the appointment details as you can't edit the appointment after clicking the Confirm button.

**Academic Advising - 30 min**

 **Leanne White**  
Academic Advisor

 **Thursday, February 6, 2025**  
**3:00 PM - 3:30 PM**

 **Virtual**

\* Please let me know what you'd like to discuss in our meeting (registration help, degree planning, course related issue, etc.)

NOTE: If you would like to change your major to another [Health Sciences](#) major, please list your new intended major. If you would like to change your major to a non-Health Sciences major, email [HSAdvising@odu.edu](mailto:HSAdvising@odu.edu) so we can refer you to the advisor for your new intended major.


10. Your appointment is now scheduled!


Scheduler Confirmation


Scheduler Confirmation

✓ All Set

Your appointment is scheduled.

 **Leanne White**  
Academic Advisor

 **Thursday, February 6, 2025**  
**3:00 PM - 3:30 PM**

 **Virtual**

Questions? Call 757-683-5137 or email [hsadvising@odu.edu](mailto:hsadvising@odu.edu)