AdvisorTrac Instructions

ALL advising appointments must be scheduled through *AdvisorTrac*.

UNDERGRADUATE BUSINESS STUDENTS ONLY

1. Please log into the AUM Student Portal at https://my.aum.edu and once logged in click the "AdvisorTrac" icon listed in the Launch Pad on the left.
2. If you have not fully activated your account in MY AUM, go to www.aum.edu and select MY AUM from the top of the page. Then select FIRST TIME USER from the log-in page.
3. Click **"Search Availability".**
4. Click **"Center"** and choose Business Advising.
5. Choose a **"Consultant"** (Advisor) and/or a **"Reason"** (Major)

Advisors by Major

Joy Strong	**Leann Reeves**	**Nikki Bracewell**
Information Systems	Accounting General Business International Business Entrepreneurship	Finance Human Resources Management Marketing Marketing/Hospitality

6. If you want to choose a specific date you can click the **FROM box**, click the calendar and choose a date. In the **TO box**, put the last day of the week to see all available advising dates for that week. **However, it is best to leave the default dates in the system. This will ensure that you see everything for the next two weeks. If you are looking for an appointment after 5:00 PM please extend the time line to 8:00 PM.**
7. Click **"Search"** to view the available appointments.
8. Select a day and time from the schedule that works with your schedule. If you do not see an available time, then you will need to choose another week.
9. Click on the day and time. A screen will come up for you to verify and then save. You must enter your major in **"Reason"** and your contact number in **"Contact Phone"** before the system will allow you to save the appointment.
10. After you save the appointment you should be returned to the screen with the list of appointment times. You have successfully saved your appointment.
11. You should receive an email verifying your appointment and a reminder. However, please keep up with your appointment time.

How to Cancel an Appointment

If you have to cancel your appointment, log back into *AdvisorTrac* and on the main menu, you will see a box with UPCOMING APPOINTMENTS. Click the X at the end of the statement to cancel your meeting. Once you confirm your cancellation, you are free to set up another appointment. This program allows appointments and cancellations to be made 24 hours or more before the scheduled meeting.