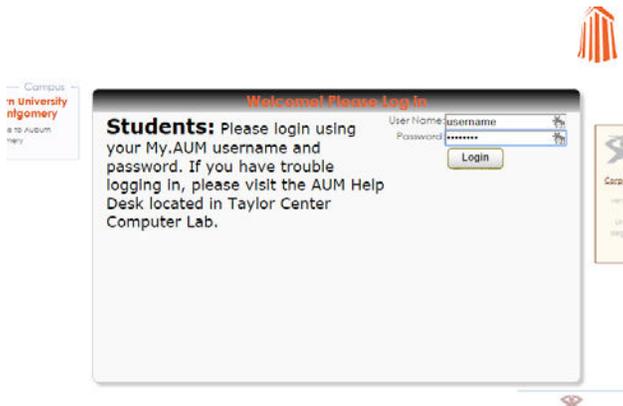


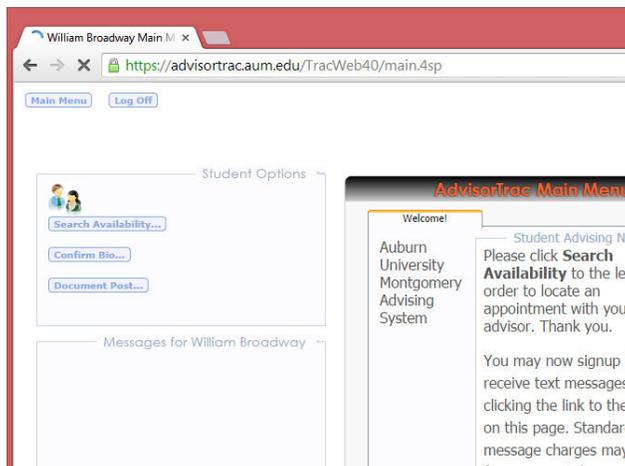
# AdvisorTrac

## Scheduling Appointments Online

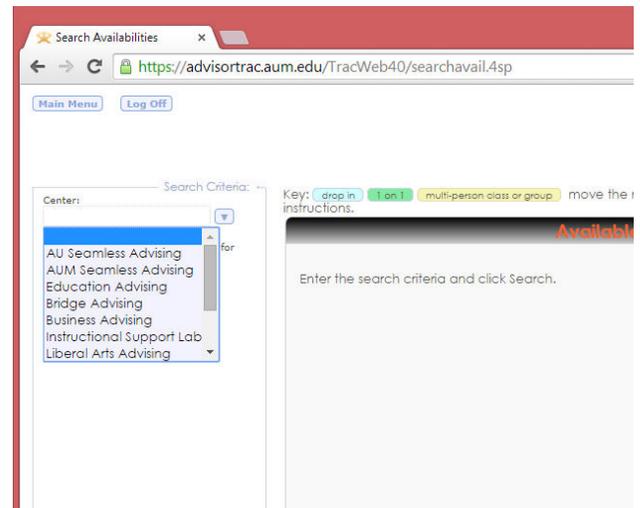
Step1: Login at MyAUM with your AUM username and password



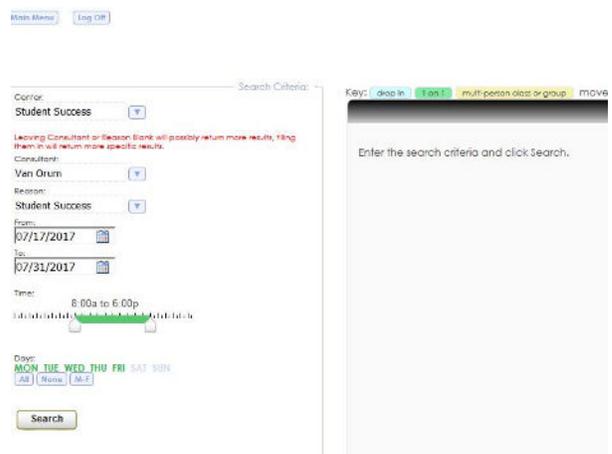
Step2: Left click **Search Availabilities**



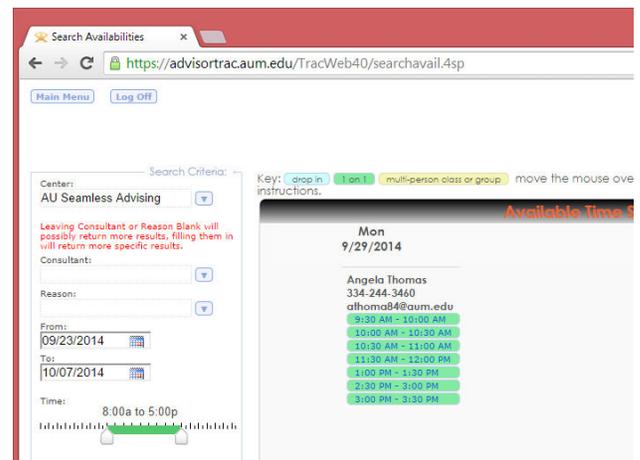
Step3: Choose the correct Advising center



Step4: Make necessary adjustments to search



Step5: Select the date & time for your appointment



Step6: Enter a reason for your appointment

Search Criteria: Key: drop in, drop in, multi-person class or group, move the mouse over an availability

### Appointments Entry

Student: William Broadway Staff: Angela Thomas  
334-244-3460

Appointment Info

Thank you for making an appointment, be sure to fill in the reason for your appointment and provide a contact number you may be reached at. Please be sure to arrive on time for your appointment.

Center: AU Seamless Advising Location: Quad Center  
Fund:

Reason: Seamless Advising  
Date: 9/29/2014 Time: 10:30 AM To: 11:00 AM  
Contact Phone: [input field] [input field]

Notes:

Created 00/00/00 at 00:00 Modified 00/00/00 at 00:00

Save

Step9: Your appointment is now made and you will receive an email to your AUM email

Options

### AdvisingTrac Main Menu

Welcome!

Auburn University Montgomery Advising System

**Upcoming Appointments**

AU Seamless Advising appointment on 9/29/2014 at 10:30 AM with Angela Thomas 334-244-3460 [athomas@aum.edu](mailto:athomas@aum.edu) reason: Seamless Advising, location: Quad Center.

**Student Advising Notice:**  
Please click **Search Availability** to the left in order to locate an appointment with your advisor. Thank you.  
You may now sign up to receive text messages by clicking the link to the right on this page. Standard text message charges may apply from your wireless provider, depending on your text message plan.

1 you will be center.

Step7: Enter your contact number and any notes

Search Criteria: Key: drop in, drop in, multi-person class or group, move the mouse over an availability

### Appointments Entry

Student: William Broadway Staff: Angela Thomas  
334-244-3460

Appointment Info

Thank you for making an appointment, be sure to fill in the reason for your appointment and provide a contact number you may be reached at. Please be sure to arrive on time for your appointment.

Center: AU Seamless Advising Location: Quad Center  
Fund:

Reason: Seamless Advising  
Date: 9/29/2014 Time: 10:30 AM To: 11:00 AM  
Contact Phone: 555-555-5555 [input field]

Notes: Please do not call before 8am

Created 00/00/00 at 00:00:00 by Modified 00/00/00 at 00:00:00 by

Save

Step8: Wait for appointment to process

Key: drop in, drop in, multi-person class or group, move the mouse over an availability

### Appointments Entry

Student: William Broadway Staff: Angela Thomas  
334-244-3460

Appointment Info

Thank you for making an appointment, be sure to fill in the reason for your appointment and provide a contact number you may be reached at. Please be sure to arrive on time for your appointment.

Center: AU Seamless Advising Location: Quad Center  
Fund:

Reason: Seamless Advising  
Date: 9/29/2014 Time: 10:30 AM To: 11:00 AM  
Contact Phone: 555-555-5555 [input field]

Notes: Please do not call before 8am

Now processing request to save, please hold...