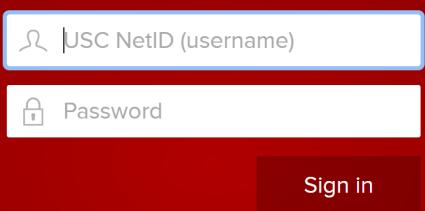
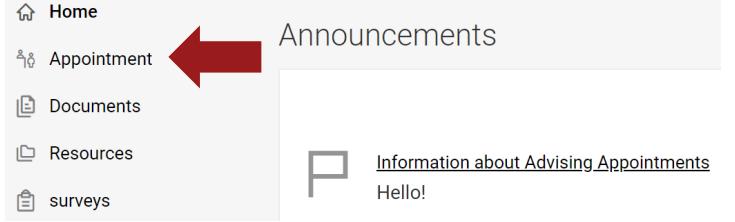
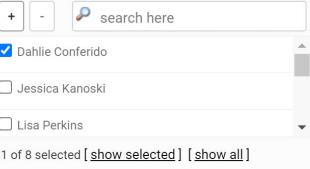


Scheduling Advising Appointments with Insight

<p>1. Visit https://dornsife-usc-insight.symplicity.com/students/index.php and input your USC login credentials, then click Sign In</p>	
<p>2. In Insight, click on Appointment</p>	 <p>Announcements</p> <p>Information about Advising Appointments</p> <p>Hello!</p>
<p>3. Click on Request New Appointment</p>	<p>Requested Appointments</p>  <p>No records found.</p> <p>Request New Appointment</p> <p>Red arrows point to the 'Request New Appointment' button and the 'Check Availability' button.</p>
<p>4. Check mark the Counselor with whom you wish to meet, then click on Check Availability to view a list of available appointments. In the list, click on your desired appointment.</p>	<p>Counselor(s)</p>  <p>Wednesday, Sep 14, 2022</p> <p>Dahlie Conferido 9:30 am Grace Ford Salvatori Hall (GFS) 320 - 320 - 30 mins</p> <p>Dahlie Conferido Zoom - Zoom: Dahlie Conferido - 30 mins</p> <p>Red arrows point to the 'Check Availability' button and the appointment list.</p>
<p>5. Click on Choose to select your appointment type. Then input reason for your appointment in the Additional Notes field. Click on Submit Request to reserve your appointment.</p>	<p>Confirm Appointment</p> <p>Type *</p> <p>Choose...</p> <p>Additional Notes *</p> <p>Please provide information about why you are scheduling an appointment. For example, "I would like to discuss my schedule".</p> <p>Submit Request</p> <p>Cancel</p> <p>Red arrows point to the 'Choose...' button and the 'Submit Request' button.</p>
<p>6. Check your USC email account for a message confirming your appointment</p>	