# Scheduling Advising Appointments with Insight

1. Visit [https://dornsife-usc-insight.symplicity.com/students/index.php](https://dornsife-usc-insight.symplicity.com/students/index.php) and input your **USC login credentials**, then click **Sign In**

2. In Insight, click on **Appointment**

3. Click on **Request New Appointment**

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.

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.

6. Check your USC email account for a message confirming your appointment

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**QUESTIONS? EMAIL** FYA@DORNSIFE.USC.EDU FOR ASSISTANCE