Scheduling Advising Appointments with *Insight*

1. Visit [bit.ly/accessappointment](http://bit.ly/accessappointment) 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 name of your *Advisor*, 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

QUESTIONS? EMAIL [ADVISING@DORNSIFE.USC.EDU](mailto:ADVISING@DORNSIFE.USC.EDU) FOR ASSISTANCE