




- 1  Login to Workday at www.tsc.fl.edu/workday
- 2  Click "TSC Advisor Connection" icon from the dashboard
- 3 Select "View My Support Network" to view your Advisor's name.
- 4 Select "Advisor Appointment" to request an appointment.
- 5 Select Appointment Services
- 6 Fill in Student Appointment Request window (*all required fields must be filled in)
 - *Appointment reason
 - *Meeting type (in-person or online-zoom)
 - Zoom appointments will make the link available on the day of the appointment. Check your confirmed appointment list.
 - *Available appointment dates
 - Fill in Comments if desired to give more information about your needs.
- 7 Click "OK" and dropdown for Available Appointment Times will be available.
- 8 Review times that work for you, click OK
- 9 Review Confirmation
 - You will get a text/email (to your TSC email) confirming or declining this appointment.

To view your scheduled appointments

-  Return to the "TSC Advisor Connection" app on your dashboard.
- Select "Advisor Appointment"
 - View "My Appointment History" to see upcoming appointments and status.
Be sure to add these appointments to your personal calendar!

To cancel your appointment

- Click the "Cancel button in the Action Column"
- When "Cancel Advisor Appointment" window appears, enter a reason you are cancelling and click "OK"

Go back through the scheduling process above if you want to reschedule.