workday® STEPS TO REQUEST APPOINTMENTS

1. Login to Workday at www.tcc.fl.edu/workday

2. Click "TCC 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 TCC email) confirming or declining this appointment.

➢ **To view your scheduled appointments**

Return to the "TCC 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.