

1  Login to Workday at [www.tcc.fl.edu/workday](http://www.tcc.fl.edu/workday)

2  Click "TCC Advisor Connection" icon from the homepage

3 Select "View My Support Network" to view your Advisor's name

4 On the Advisor Connection page select "Request Student Appointment"

5 Fill out all required fields as follows:


Category: Academic Advising "Tallahassee Community College"

Primary Reason: Academic Advising - Please type details in comment box

Staff: Select Support Network (this is your ASSIGNED ADVISOR)

Appointment Date: Select the date you wish to schedule


Appointment Time: Select the appointment time slot you would like




: In this box add comments to help your advisor prepare for your advising appointment and understand what you need.

6 Click "Submit" and an advisor will review your request and approve or deny it

## To view or cancel your scheduled appointments

  Return to the "TCC Advisor Connection" homepage  
Select "View My Student Appointments" to view upcoming appointments  
*Be sure to add these appointments to your personal calendar!*

 To **cancel** your appointment:

- Hover your cursor over the magnifying glass icon (  ) on the far left
- Click on the 3 dot icon that appears 
- When a menu appears, select "Rescind" 
- Enter a comment and click "Submit"

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

