

UASUCCESS

Student Getting Started Guide

Welcome to UASuccess!

UASuccess gives you an easy way to schedule the appointments you need with your instructors, advisors and counselors. It also provides you with lists of resources that can help you be successful as a UA student. You can get to UASuccess by going to your Blackboard account and selecting the UASuccess tab.

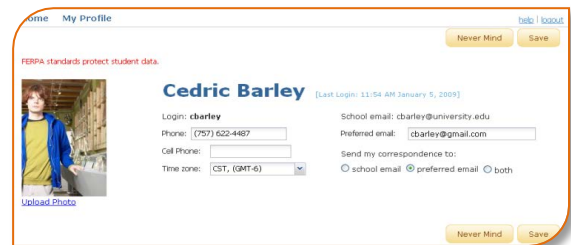
That's it. Simple for you. Powerful for your future.

>> Setup Your Profile

Your profile lets instructors and advisors know who you are and how to contact you. It also includes the email address for where you want to receive updates and reminders.

1. Go to UASuccess.
2. Click the **My Profile** link at the top.
3. Enter the information into the spaces provided to form your profile
4. Click the **Upload Now** button
5. Click the **Save** button.

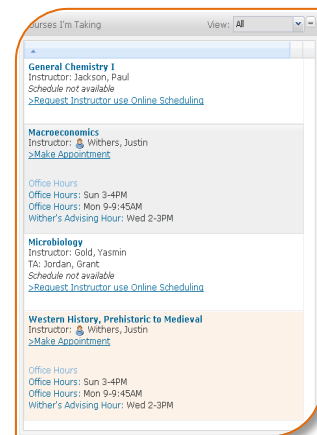
Note: the university will provide your picture



The screenshot shows the 'My Profile' page for Cedric Barley. It includes fields for login (cbarley), phone ((757) 622-4487), cell phone, time zone (CST, GMT-6), school email (cbarley@university.edu), and preferred email (cbarley@gmail.com). There are also radio buttons for 'Send my correspondence to:' with options for school email, preferred email, and both. A profile picture placeholder is visible on the left with an 'Upload Photo' button below it. 'Never Mind' and 'Save' buttons are at the top right and bottom right.

>> Make an Appointment with a Current Instructor(if the instructor has set up a UASuccess calendar)

1. In the **Courses I'm Taking** channel, click the **Make Appointment** link for any course to view your instructor's calendar.
2. Move through the calendar using the mini calendar tool located in the left column. All dates with available office hours will be **bold**.
3. Available meeting times will have a **Sign Up** link. Click this link to make an appointment for that time.
4. Complete the form and click the **Save** button. You'll get an email confirmation of the appointment.



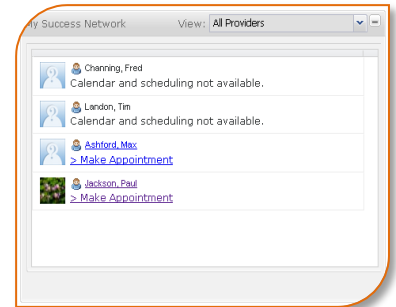
The screenshot shows the 'Courses I'm Taking' channel. It lists four courses with their respective instructors and office hours. Each course has a '>Request Instructor use Online Scheduling' link and a '>Make Appointment' link. The courses are: General Chemistry I (Instructor: Jackson, Paul), Macroeconomics (Instructor: Withers, Justin), Microbiology (Instructor: Gold, Yasmin), and Western History, Prehistoric to Medieval (Instructor: Withers, Justin). Office hours are listed for each course, such as 'Sun 3-4PM' and 'Mon 9-9:45AM'.



>> Make an Appointment with Anyone in My Success Network

To make an appointment with an advisor, counselor, past instructors, or any other person on campus with whom you can make appointments:

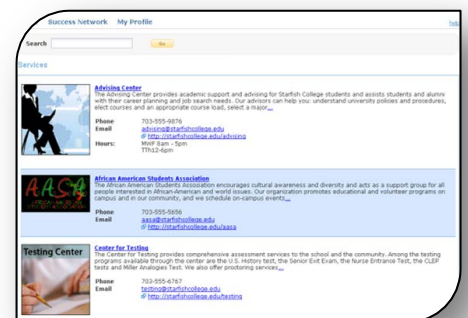
1. The **My Success Network** channel will display a list of people on campus with whom you can make appointments, if they have an online calendar.
2. Click the hyperlink of the person's name to view their calendar.
3. Follow steps 3 and 4 from above to make the appointment.



>> Access Campus Support Resources from the Success Network


Certain counselors and advisors may be listed in your personal My Success Network channel, but other service providers can be found in the broader Success Network.

1. Click **Success Network** at the top of any page. Search for the service you are looking for, such as tutoring, or scroll through the entire alphabetized network to see what campus offices might be helpful.
2. For each service listed, you will find location, phone and e-mail information, as well as hours.



>> Frequently Asked Questions

What if I need to cancel or modify an appointment I made?

Find the appointment on your **Upcoming Appointments** channel shown on your UASuccess home page. Click the  icon at the beginning of the line. This will bring up a menu that will allow you to cancel or edit the appointment.

What if I want emails going to somewhere other than my school email address?

Click the **My Profile** link at the top of the page to go to your profile. Here you can provide an email address you prefer to use instead of, or in addition to, your school email address.

What if my instructor or advisor has to cancel the appointment?

You will be notified by email of the cancelation, and the appointment will disappear from your **Upcoming Appointments** channel.



What if I need more help?

Contact your institution's support center (i.e., Help Desk).