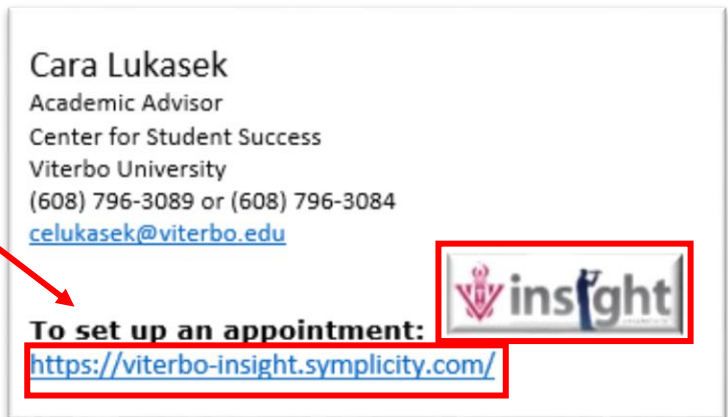
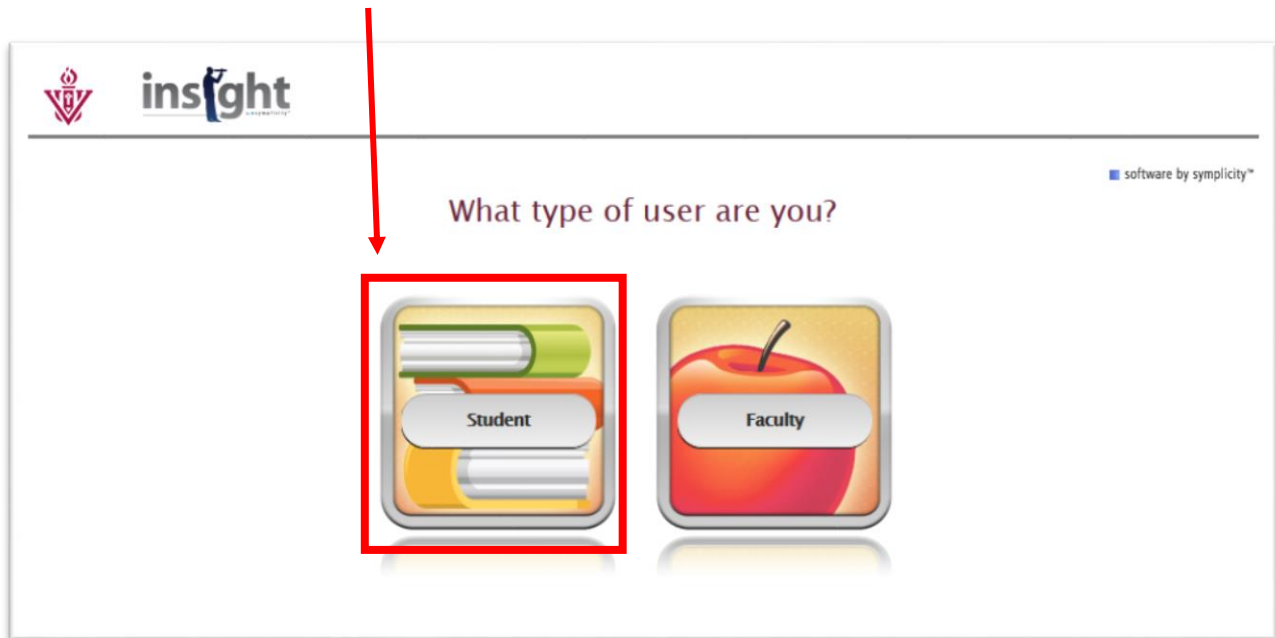


How to Make an Appointment in Insight

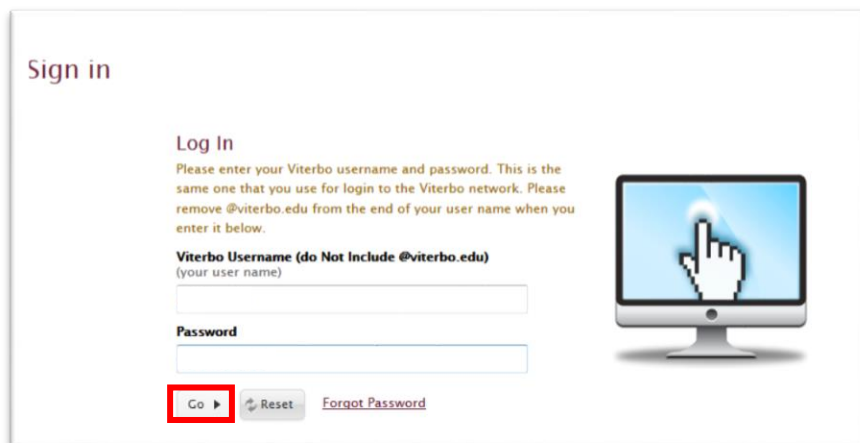
1. Click on the Insight icon or Insight link in your advisor's signature block (<https://viterbo-insight.symlicity.com/>)



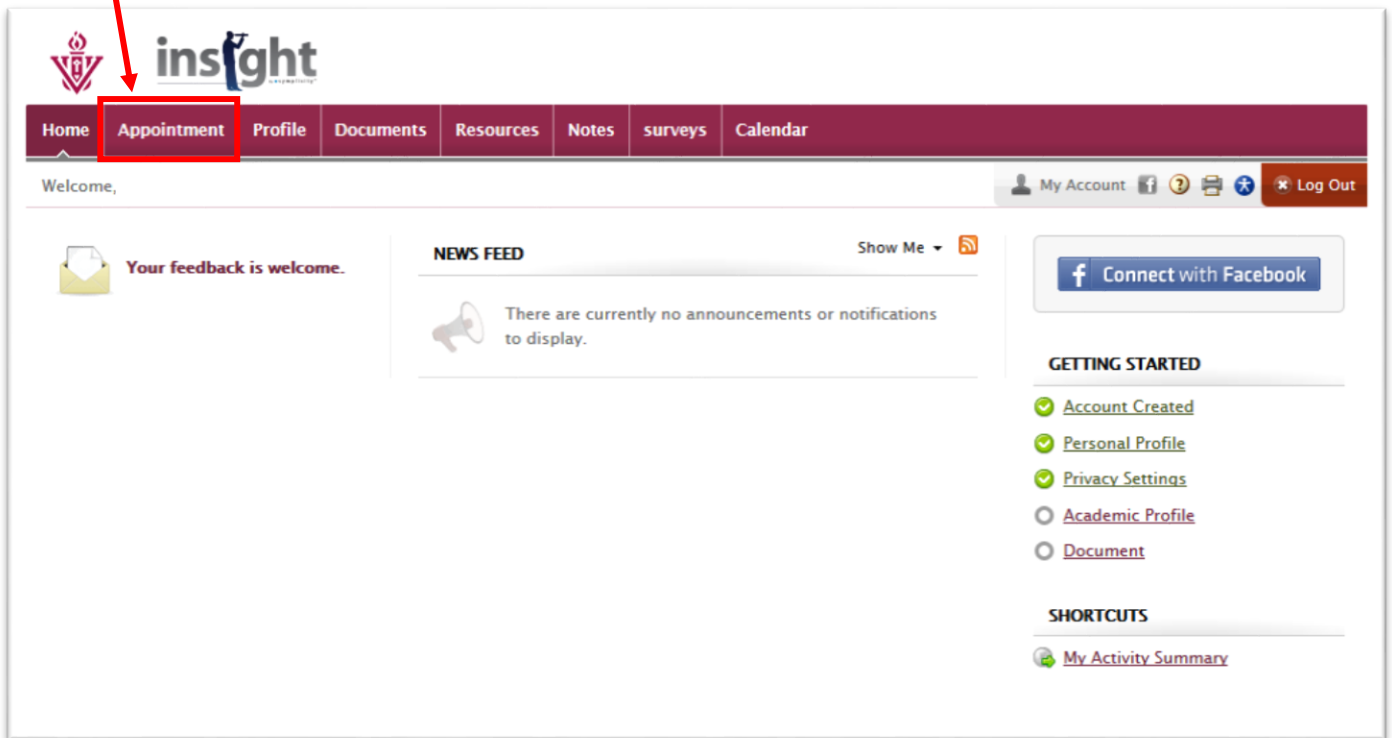
2. Choose Student for user type



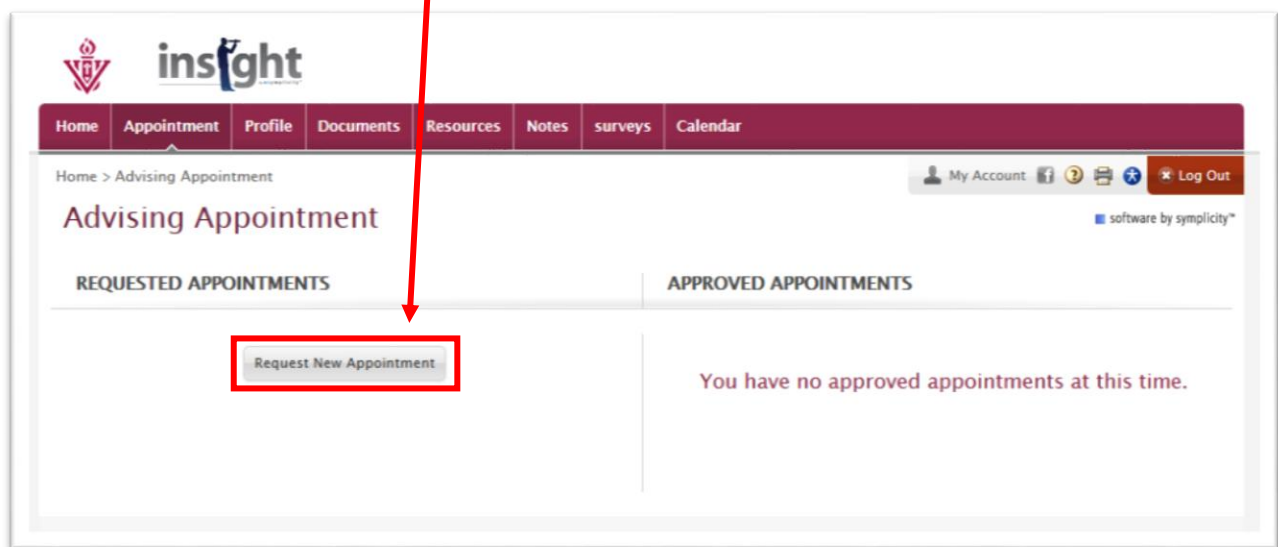
3. Enter your Viterbo username and password, then click **[Go]**



4. Click on the [Appointment] tab



5. Click [Request New Appointment]



6. Use filters to find an appointment that fits your schedule
 - a. Choose a preferred Date Range or leave as default
 - b. Choose a preferred Time Range or leave as default to see all availability on a given day
 - c. Select your advisor from the Counselor(s) list
 - d. Choose preferred days or leave as default

Home > Advising Appointment

Advising Appointment

software by simplicity™

Date Range
2017-07-26 Select to 2017-11-23 Select

Time Range
7:00 am - 11:00 pm

Counselor(s)
search here
Caryn Lukasek
Erin Flottmeyer
Jodi Reider
Justin McKnight
0 of 7 selected [show selected] [show all]

Days of the Week
 Sun Mon Tue Wed Thu Fri Sat

Check Availability Back To My Appointments

Start by choosing an initial filter from the choices at left

7. Click **[Check Availability]**

8. Available appointments display on the right

Home > Advising Appointment

My Account

Advising Appointment

software by simplicity™

Date Range
2017-07-26 to 2017-11-23

Time Range
7:00 am - 11:00 pm

Counselor(s)
search here
 Caryn Lukasek
 Erin Flottmeyer
 Jodi Reider
 Justin McKnight
1 of 7 selected [show selected] [show all]

Days of the Week
 Sun Mon Tue Wed Thu Fri Sat

Thursday, Jul 27, 2017

| | | |
|---------|-------------------------------|---------|
| 1:00 pm | Caryn Lukasek | 30 mins |
| 1:30 pm | Caryn Lukasek | 30 mins |
| 2:00 pm | Caryn Lukasek | 30 mins |

Friday, Jul 28, 2017

| | | |
|----------|-------------------------------|---------|
| 8:00 am | Caryn Lukasek | 30 mins |
| 8:30 am | Caryn Lukasek | 30 mins |
| 9:00 am | Caryn Lukasek | 30 mins |
| 9:30 am | Caryn Lukasek | 30 mins |
| 10:00 am | Caryn Lukasek | 30 mins |

Please contact your advisor if you are having trouble finding a time that works with your schedule

9. Click on the appointment time that best fits your schedule and click **[Submit Request]** for your advisor to approve the appointment

Advising Appointment

software by sympl

Date Range
2017-07-26 to 2017-11-23

Time Range
7:00 am - 11:00 pm

Counselor(s)
search here
 Caryn Lukasek
 Erin Flottmeyer
 Jodi Reider
 Justin McKnight
1 of 7 selected [show selected] [show all]

Days of the Week
 Sun Mon Tue Wed Thu Fri Sat

Confirm Appointment

* indicates a required field

Length* 30

Adviser* Caryn Lukasek

Date* July 27, 2017

Faculty Department [select]

Time* 1:00 pm

Additional Notes

11:30 am [Caryn Lukasek](#) 30 mins