Scheduling an Appointment

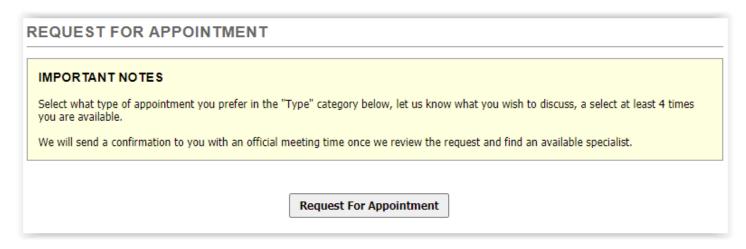
Quick Steps

- 1. Click on "Request for Appointment" under the "Home" menu header.
- 2. Click the "Request for Appointment" button to continue.
- 3. Select the type of appointment from the drop-down menu and indicate what you would like to discuss with SAS staff.
- 4. Select at least four available time slots by clicking the times you are available to meet.
- 5. Click the "Submit Request for Appointment" button to complete your request.
- 6. SAS will confirm your appointment time via email.

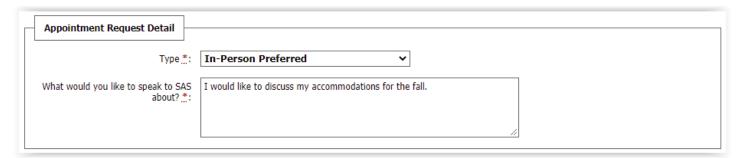
Scheduling an Appointment

To schedule an appointment, click on the "Request for Appointment" link under the "Home" menu header.

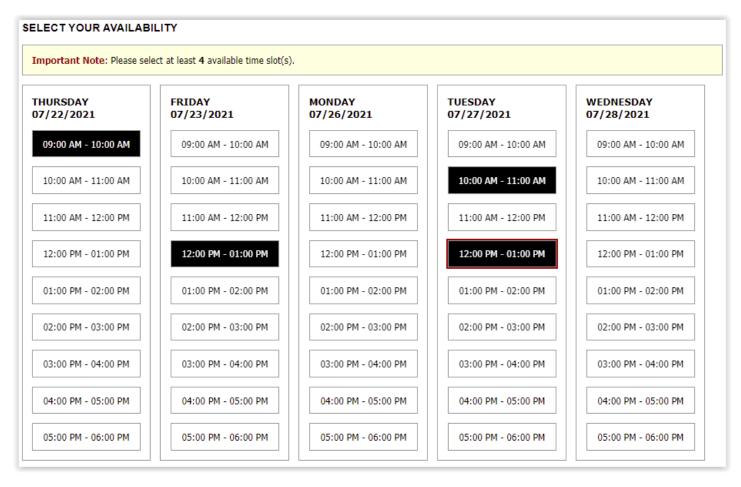
Click the "Request For Appointment" button to continue.



Select the type of appointment from the drop-down menu and indicate what you would like to discuss with SAS staff using the fields in the "Appointment Request Detail" section.

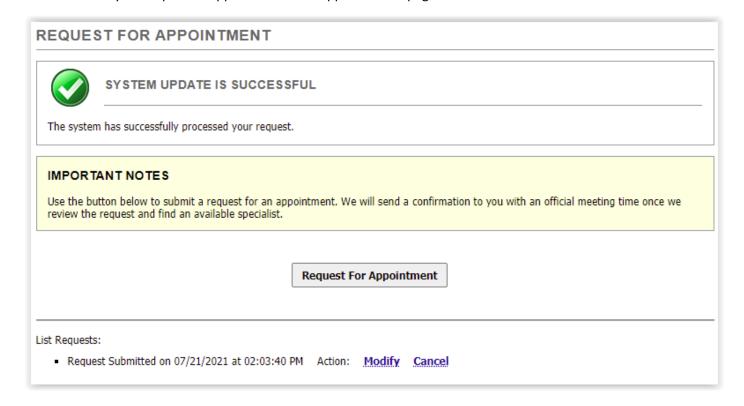


Next, select at least four available time slots by clicking the times you are available to meet.



When you are done, click the "Submit Request for Appointment" button.

Once you have successfully submitted your request, you will see a "System Update is Successful" message at the top of the screen and your requested appointments will appear on the page.



Use the "Modify" and "Cancel" links to either modify or cancel your appointment request.