



## Scheduling Academic Coaching Appointments

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1. Login to the Blue Hen Success platform – [www.bluehensuccess.udel.edu](http://www.bluehensuccess.udel.edu)
2. From the home page, click *Get Assistance*.
3. Click through the scheduling workflow:
  - Type of Appointment – select *Advising/Academic Assistance*
  - Who Are You Meeting With – select **Schedule Academic Coaching**
  - Location – select *Office of Academic Enrichment*
  - Person – select appropriate individual or leave blank to schedule from all available times
4. Select *Appointment* time
  - Click into the blue blocks to select the desired time (you may need to page over to a following week. Proceed through the appointment scheduling workflow.
    - i. You must click *Confirm Appointment* to officially schedule the appointment!
    - ii. You will receive an email confirmation with the appointment details.
    - iii. Use the UD People Directory website if you need to know their building/office location.
5. As with any system, remember to *Logout* when you're done.