Scheduling Academic Coaching Appointments

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.