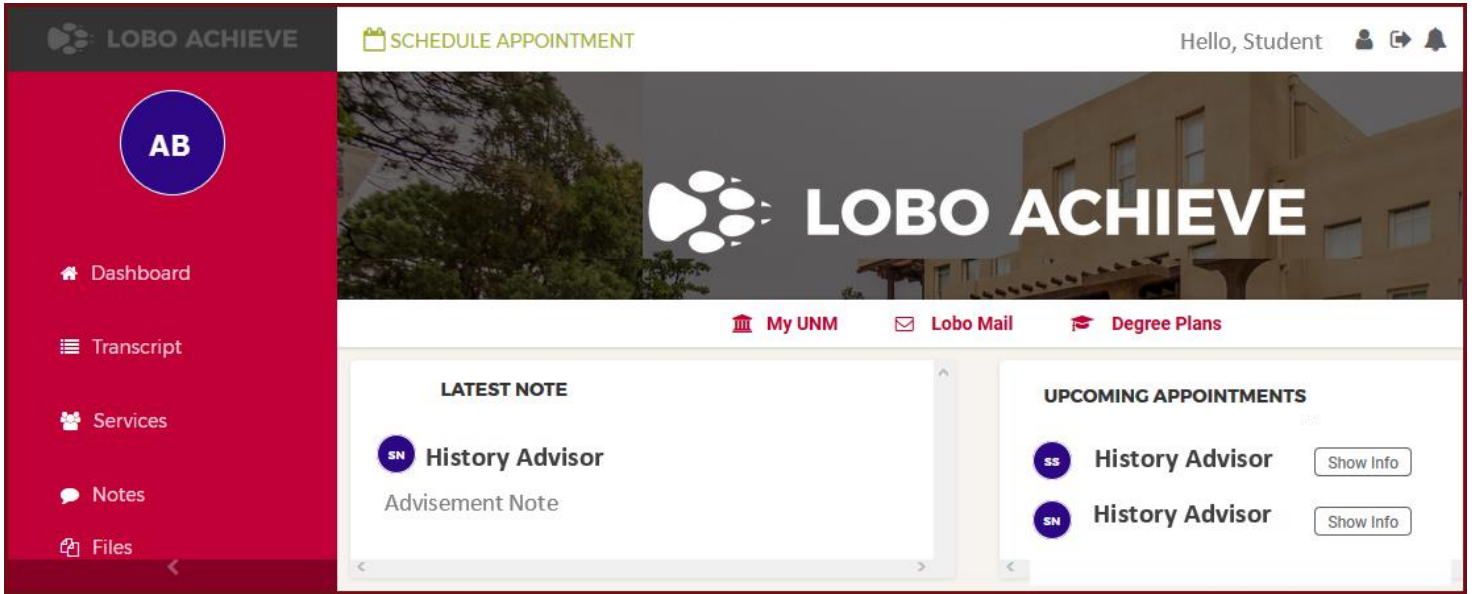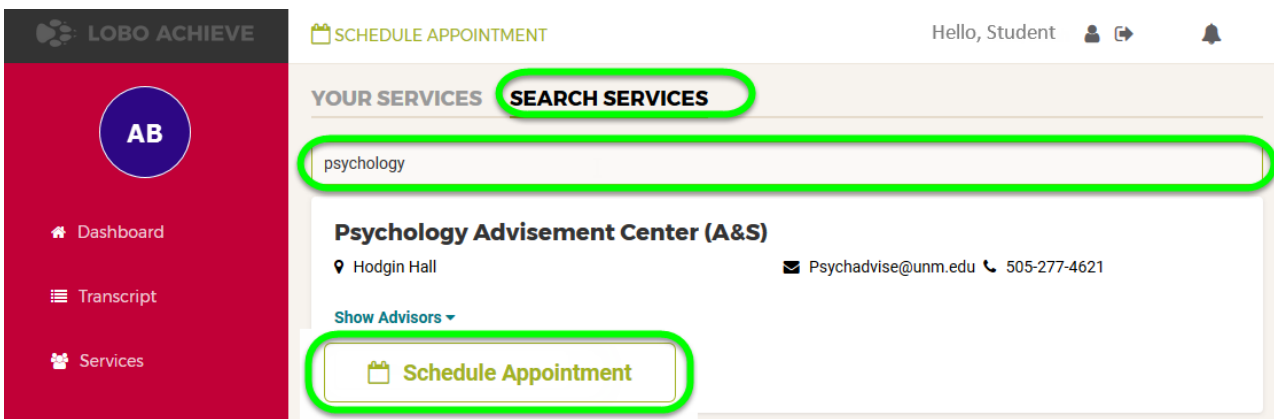# How to Schedule an Appointment with an Advisor.
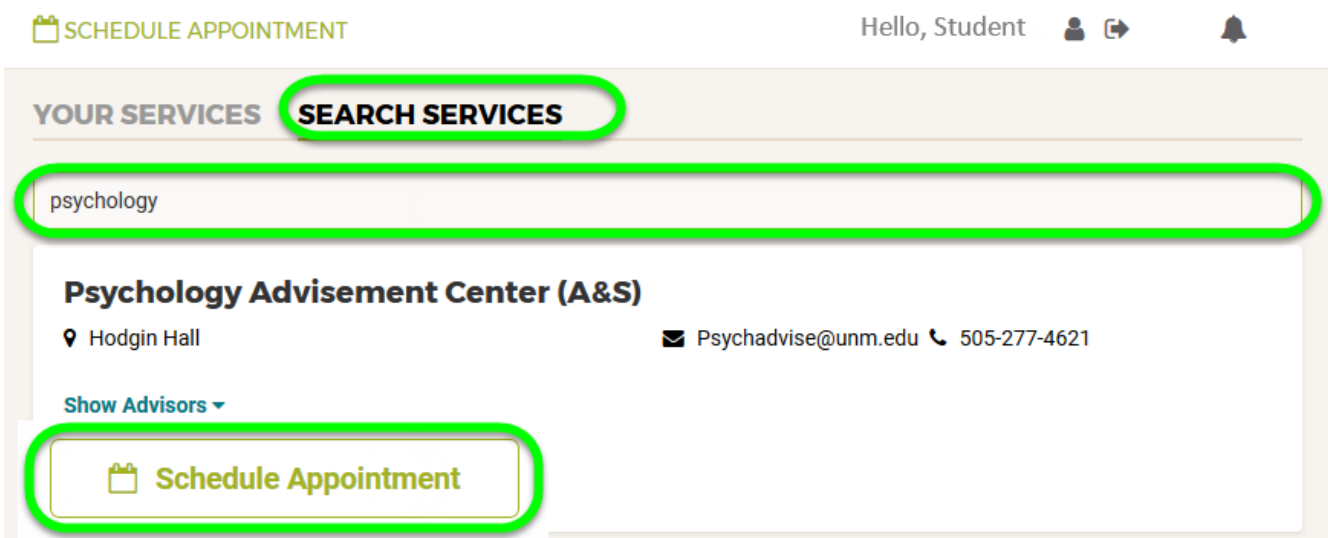
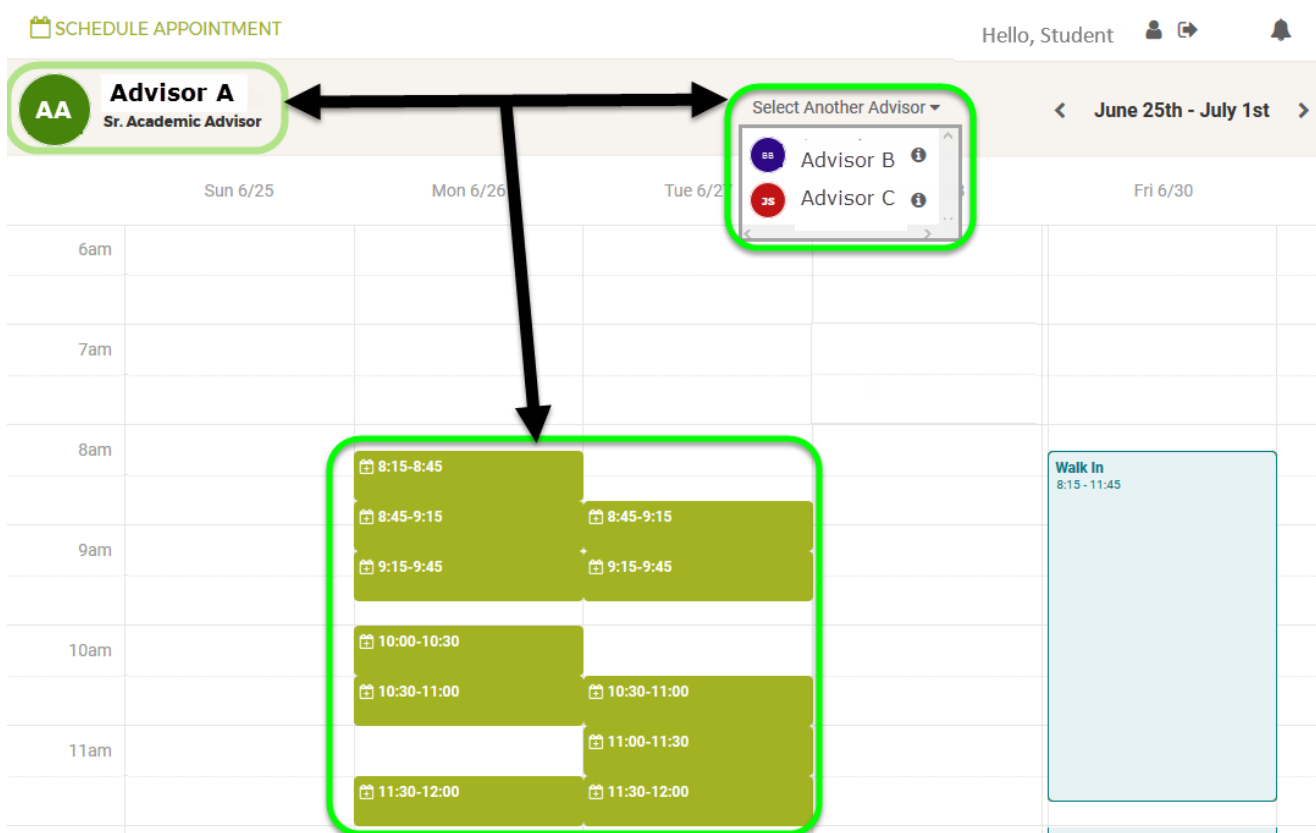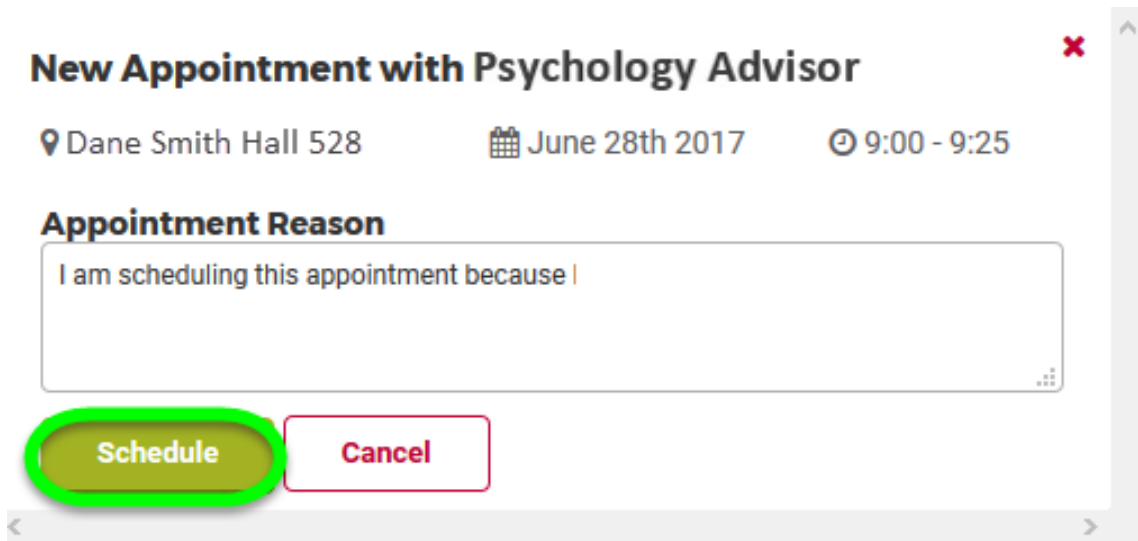|	Action
1.	Log into LoboAchieve.unm.edu using your UNM NetID and Password. If you do not have one, you will need to create them at netid.unm.edu. You should see the following page.
2.	On the Services tab, you will automatically be connected to an Advisement center for the current term. If your major has not changed, select Schedule Appointment with the listed office. However, if your major has changed recently, you may need to manually search for your advisement center in the Search Services box.
3.	In the Search Services box, you will need to enter the name of the advisor or the desired advising office. In this case, we will use the Psychology office. When you find the appropriate office, select Schedule Appointment.

	Action
4.	If the advisor appearing on your screen is the advisor you wish to schedule with, select the appointment time that fits your schedule. If not, click the drop down arrow by Select Another Advisor.
5.	Enter the reason for your appointment and select schedule. After this you are done. You will receive an appointment confirmation email that will be sent to your UNM email address.
6.	Should you have any issues with this process, please email the LoboAchieve Team at LoboAchieve@unm.edu from your UNM email address. In your email, please provide us with your Name, Student ID number, and where in this process the error is occurring.