




## HOW TO SCHEDULE ADVISOR OR TUTOR APPOINTMENT

1. Go to: [www.mercycollege.edu](http://www.mercycollege.edu)
2. Click on the  button on top right.
3. Select the  button from green menu on right.
4. Click on the  button on right.

This will open the Mercy College Appointment Plus webpage.

5. 

<b>New Users: Create an Account</b>	<b>Current Users: Login</b>
<ul style="list-style-type: none"><li>➤ The email address used to create account will become your login, so please double-check the accuracy of email address.</li><li>➤ Complete all required fields; if you are unsure select any available option or type in “unsure”.</li></ul>	<ul style="list-style-type: none"><li>➤ Enter email address used to create account.</li><li>➤ This may be your Mercy College email address or your personal email address.</li></ul>

Once logged into Appointment Plus Account:

6. 

<b>Select Service.</b>	<b>Select Appointment Type.</b>	<b>Select Advisor/Tutor.</b>
------------------------	---------------------------------	------------------------------

The selected Advisor/Tutor calendar will open—click on any day that is available (in white).

- Click the time slot that will fit your schedule.
- Click finalize appointment.