

How to Schedule, Cancel or Reschedule an Advising Appointment

Fall 2020

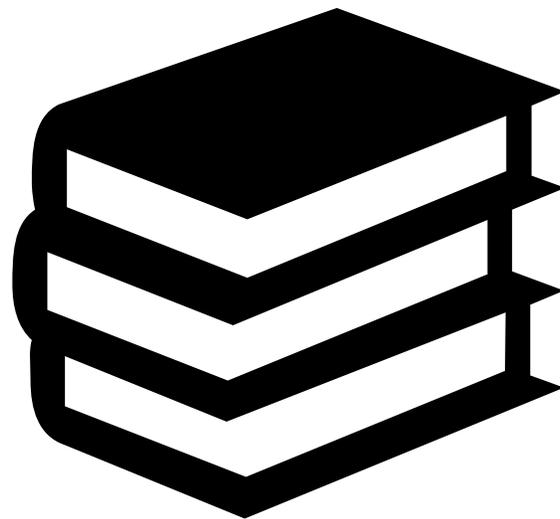


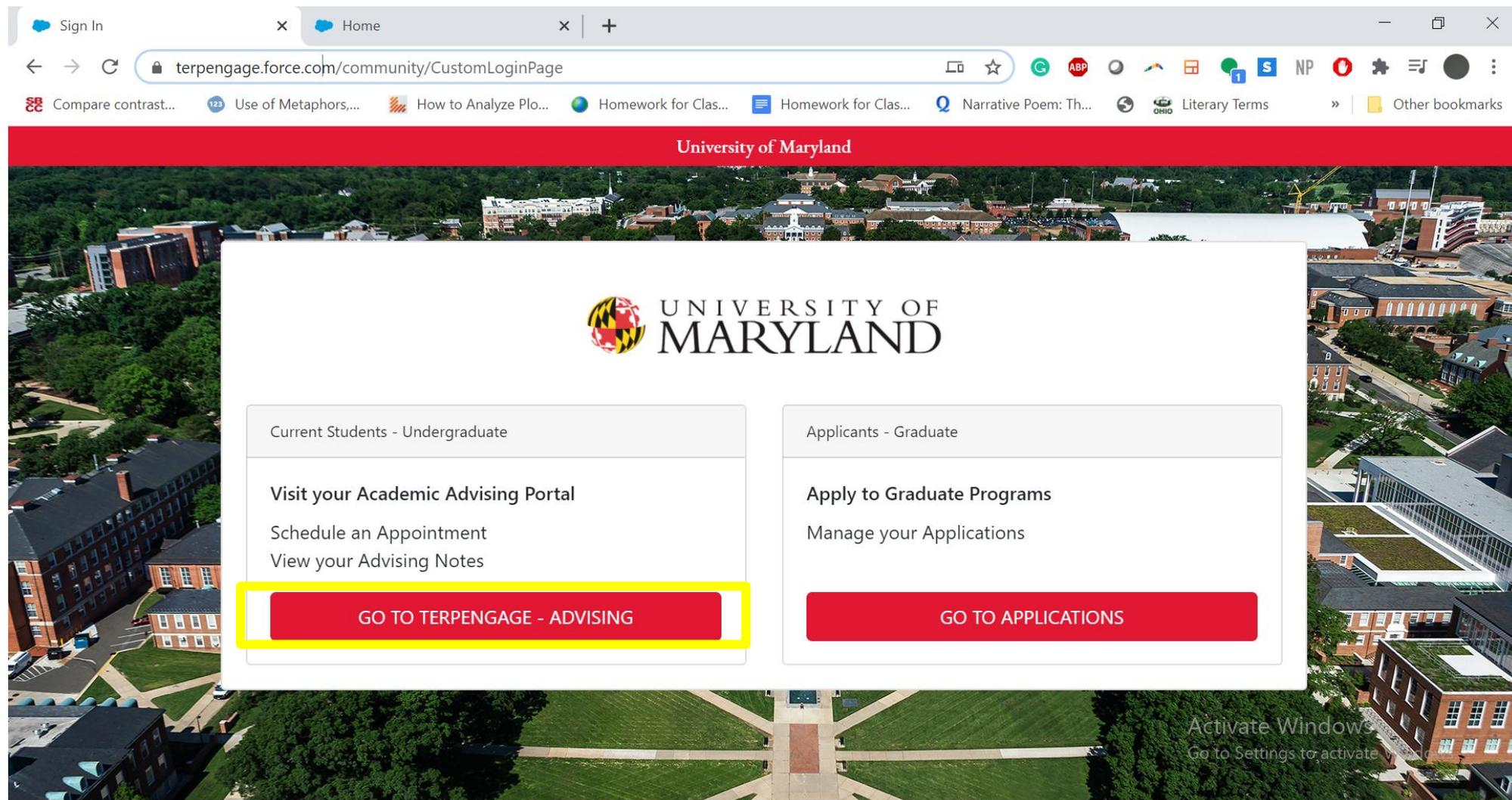
Table of Contents

- [Scheduling an Appointment](#)
- [Rescheduling an Appointment](#)
- [Cancelling an Appointment](#)

Scheduling an Appointment

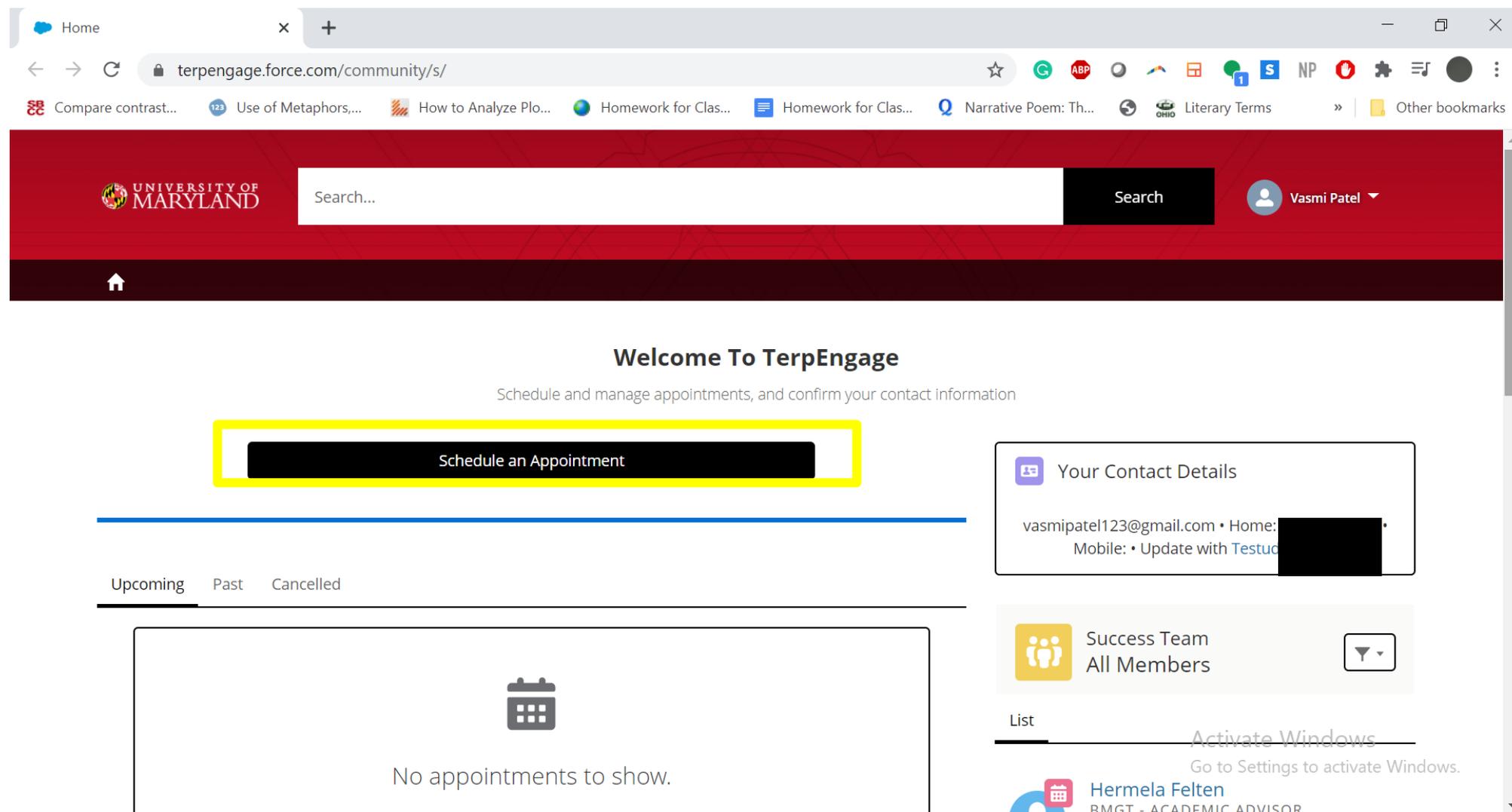
Step 1: Registering

- Click on the [link](#) to get to the site below and click “**GO TO TERPENGAGE - ADVISING**”



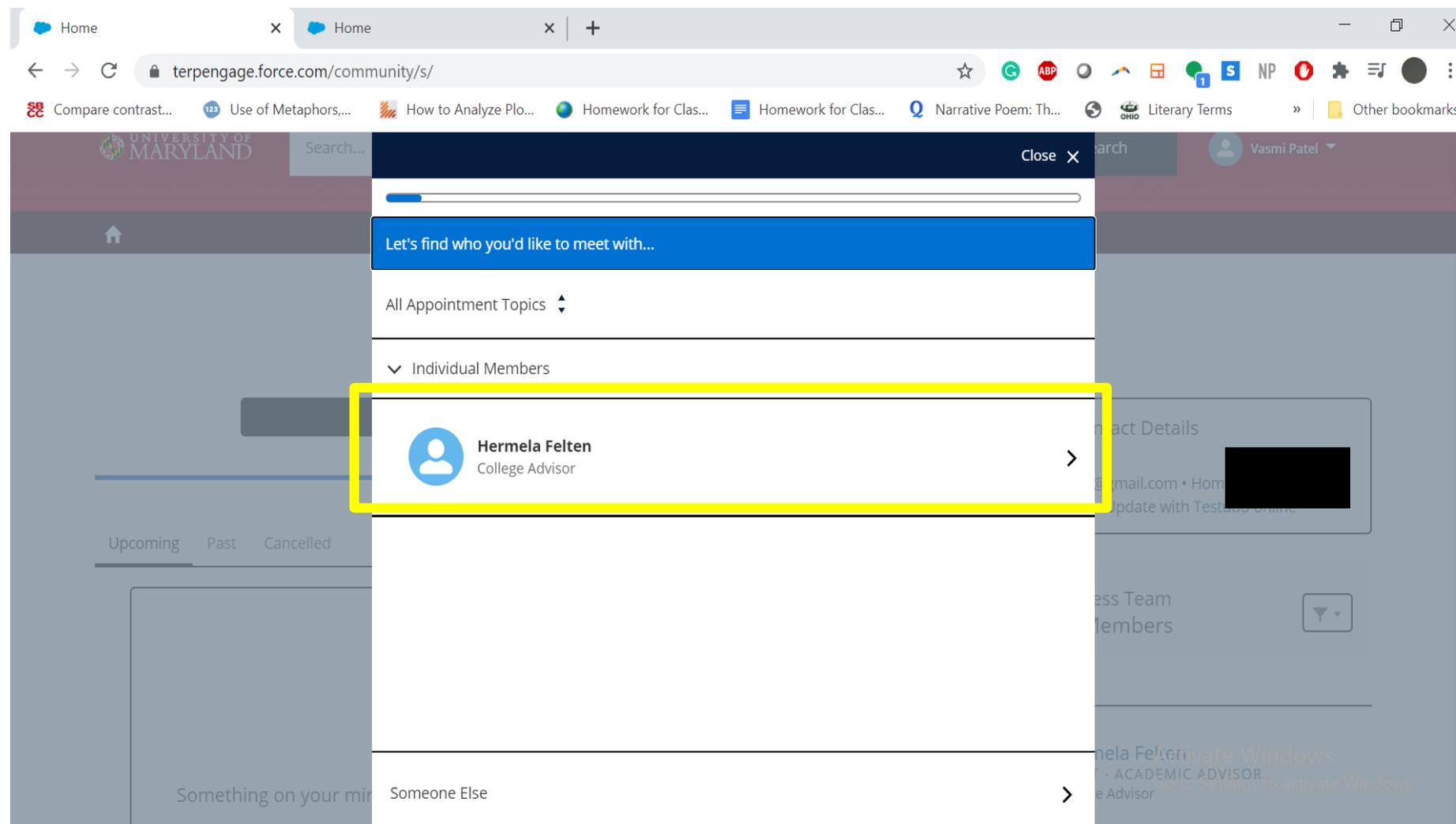
Step 2: Scheduling the Appointment

- Click on **Schedule an Appointment** button



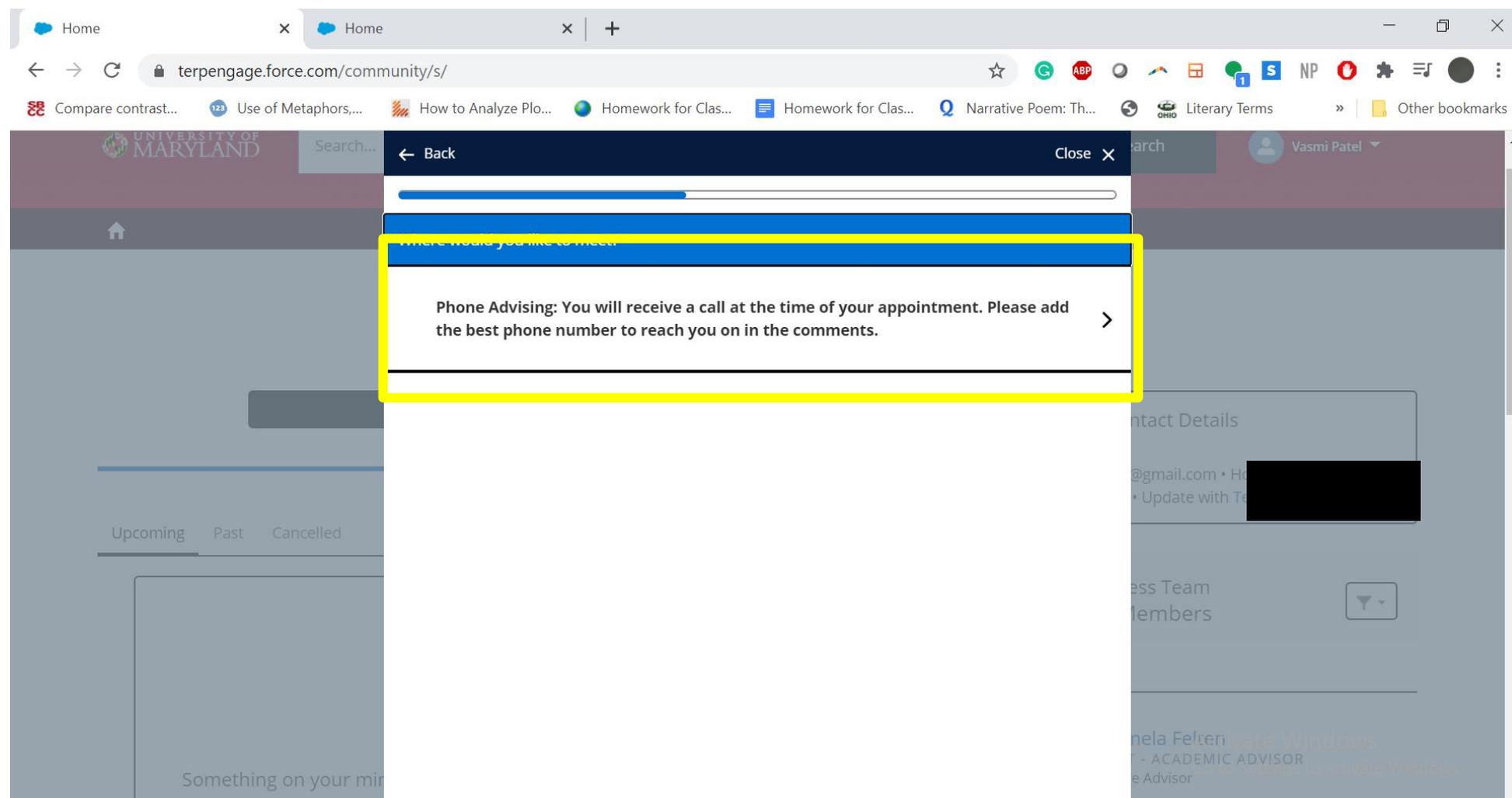
Step 3: Following Through Scheduling

- Click on the Advisor you want to meet with



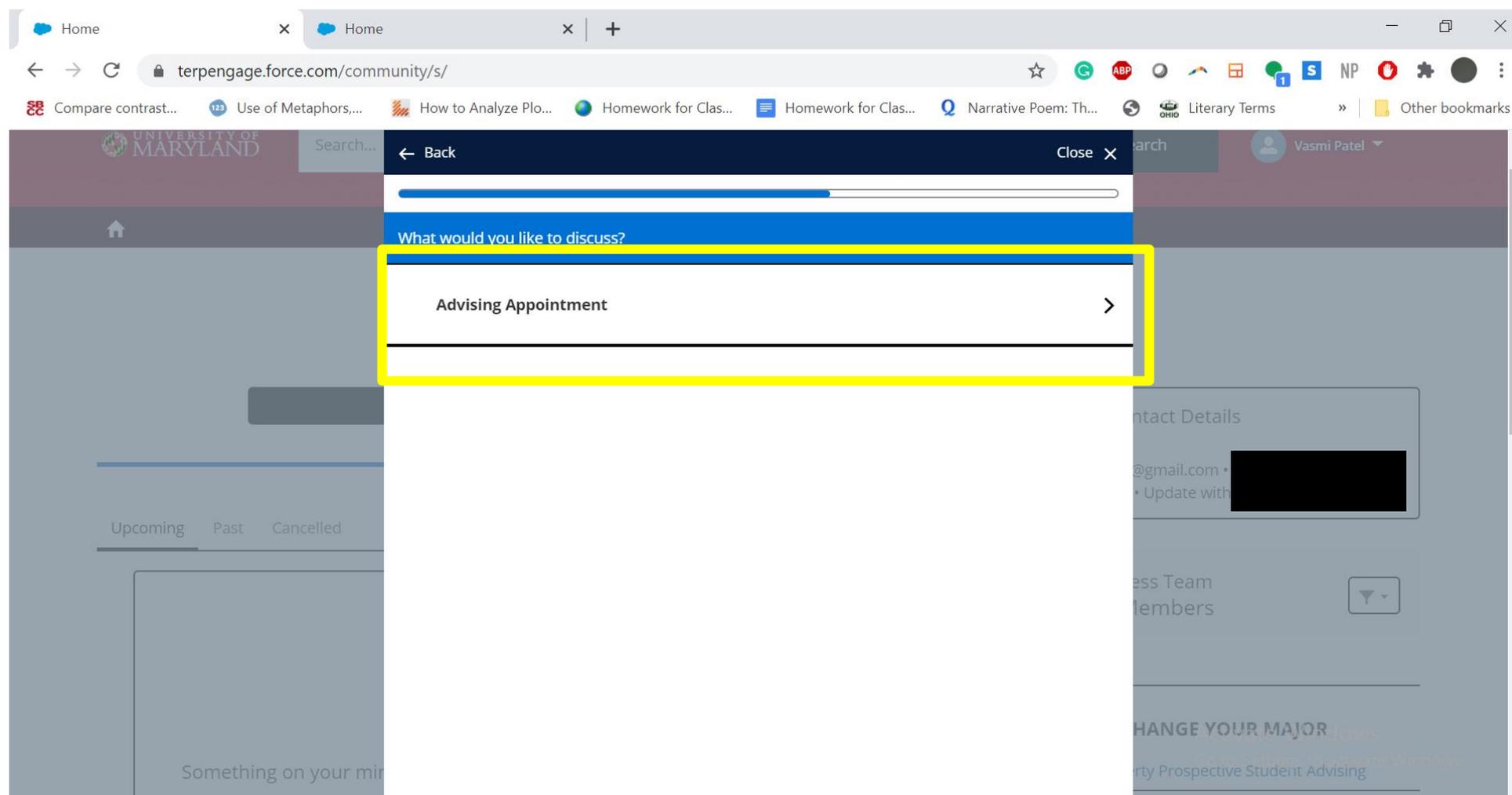
Step 3: Following Through Scheduling (cont.)

- Click the type of advising option, here it is phone advising because of *coronavirus*



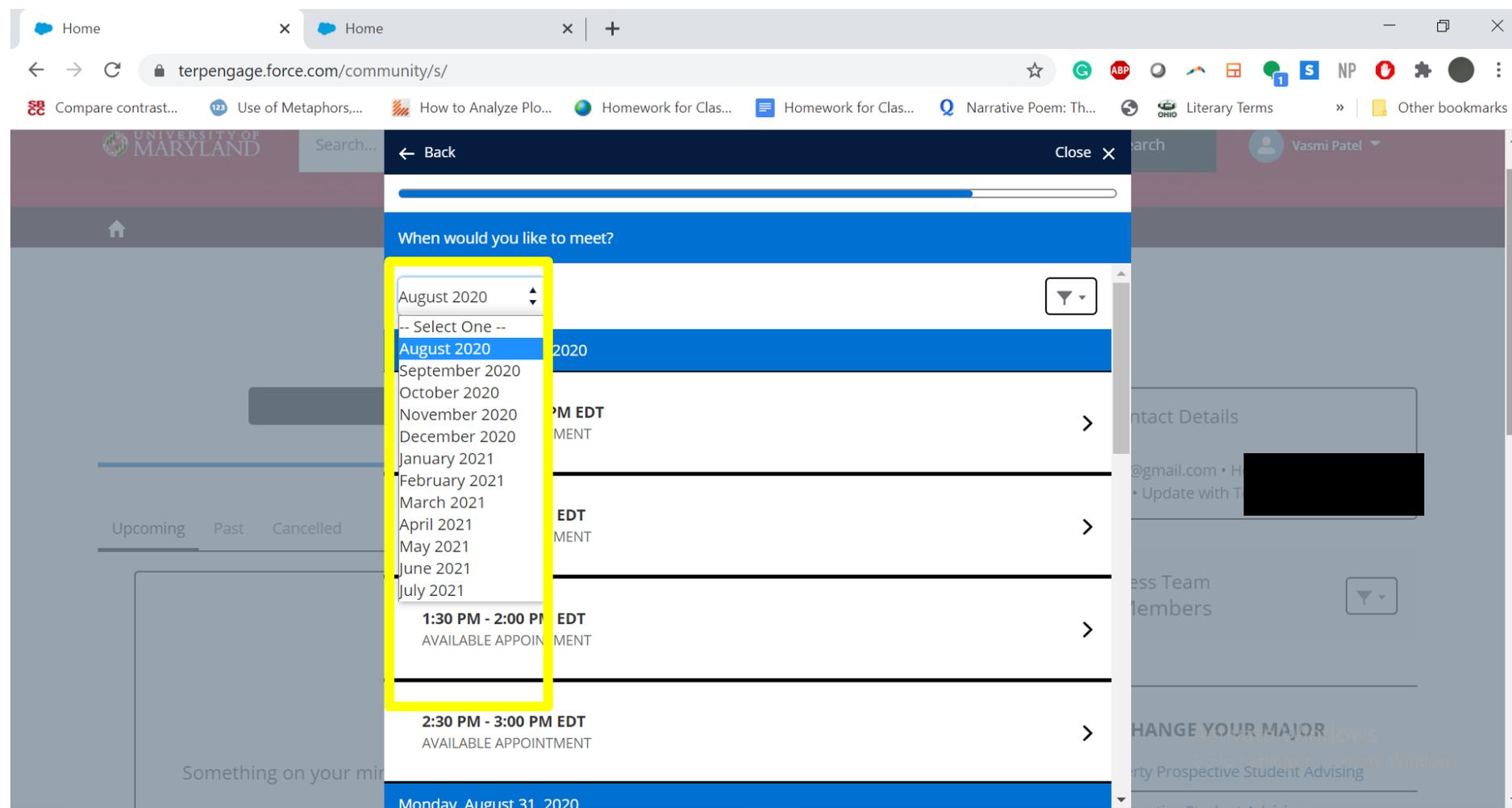
Step 3: Following Through Scheduling (cont.)

- Click what you would like to discuss, which is **“Advising Appointment”** in this case



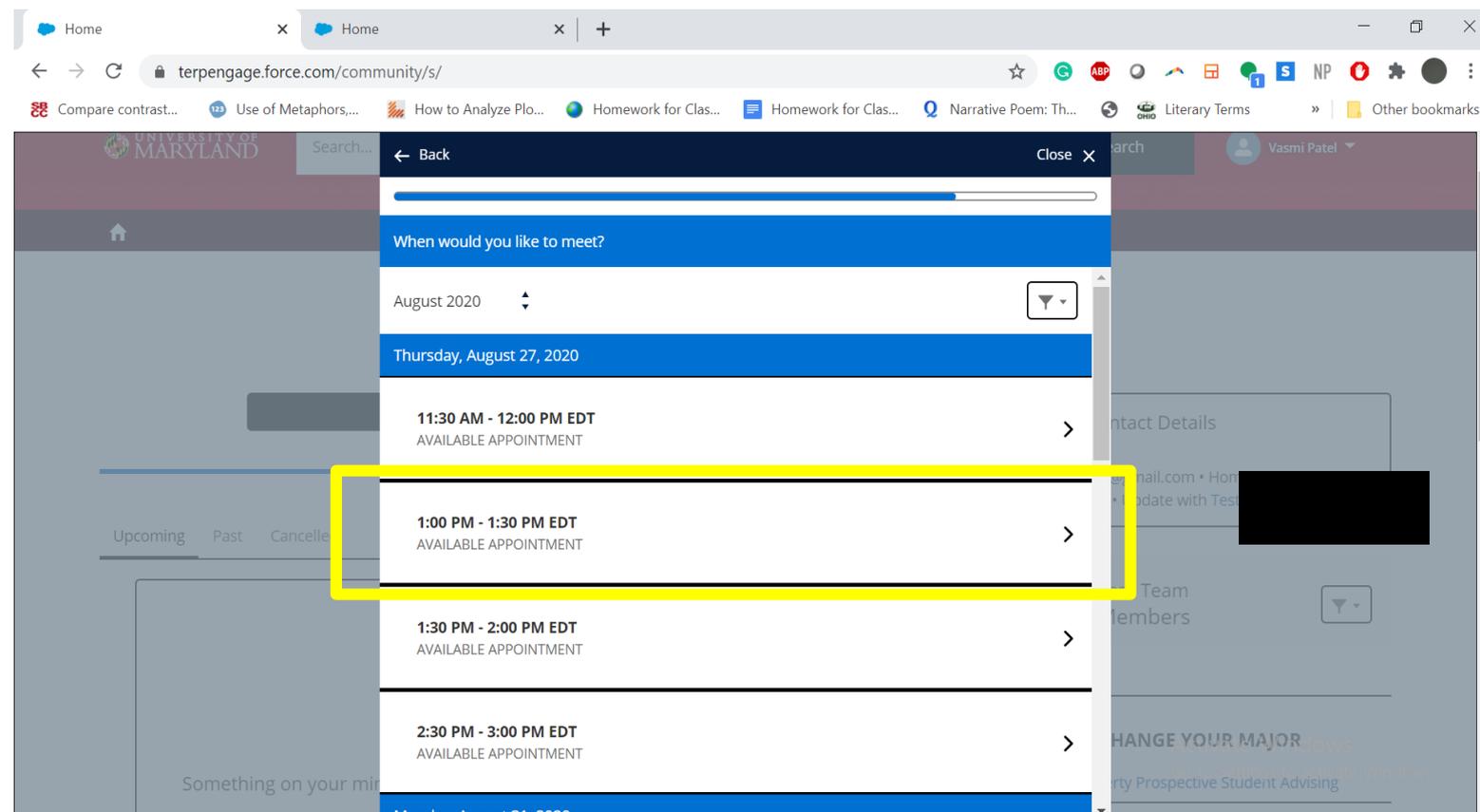
Step 3: Following Through Scheduling (cont.)

- Click what Month and Year you would like to meet under the drop-down menu



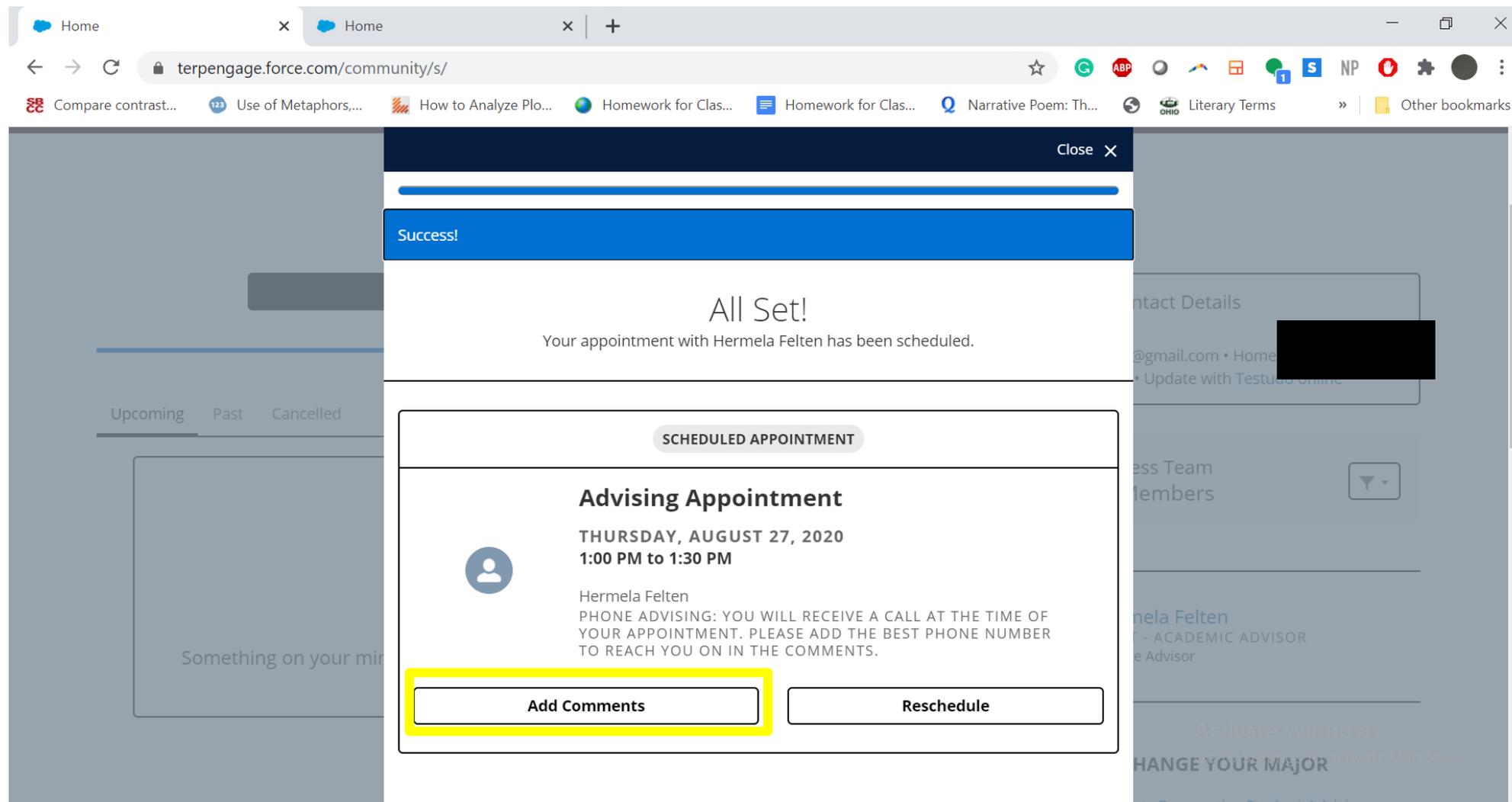
Step 3: Following Through Scheduling (cont.)

- Click what day and time you want to meet. There are different dates when your scroll through.
- I chose Thursday, August 27, 2020 between 1:00 PM – 1:30 PM EDT in this case.



Step 3: Following Through Scheduling (cont.)

- Click **“Add Comments”**



Step 3: Following Through Scheduling (cont.)

- Enter the best number to reach you at into the comments section as well as what you'd like to discuss, if anything, and then click **Save**.

terpengage.force.com/community/s/

Success!

SCHEDULED APPOINTMENT

Advising Appointment

THURSDAY, AUGUST 27, 2020
1:00 PM to 1:30 PM

Hermela Felten
PHONE ADVISING: YOU WILL RECEIVE A CALL AT THE TIME OF YOUR APPOINTMENT. PLEASE ADD THE BEST PHONE NUMBER TO REACH YOU ON IN THE COMMENTS.

What would you like to talk about?

123-234-5678

Cancel Save

Step 4: Making Sure the Appointment Went Through

- You should receive a confirmation email for the appointment.

The screenshot shows a Gmail interface with a confirmation email. The email is titled "Scheduled: Appointment with Hermela Felten" and is from "UMD TerpEngage". The email content includes a calendar event card for "Advising Event: Hermela Felten/Vasmi ..." on Thursday, August 27, 2020, from 1:00 PM to 1:30 PM EDT. The event details specify the location as "Phone Advising" and the organizer as "Unknown Organizer*". An agenda section shows the event at 1pm. The email also includes a confirmation message: "Your appointment with Hermela Felten has been scheduled." and the start and end times of the appointment.

Home x | Home x | Scheduled: Appointment with He x +

mail.google.com/mail/u/0/#inbox/FMfcgxwJXVRGkdLJHTVxRqHDwZFzsDnC

Compare contrast... Use of Metaphors... How to Analyze Plo... Homework for Clas... Homework for Clas... Narrative Poem: Th... Literary Terms Other bookmarks

Gmail Search mail

Streak Sign In

Boomerang 1 of 21,610

Scheduled: Appointment with Hermela Felten Inbox x

Return to Inbox? 2 hours before Thu, Aug 27, 1PM Confirm Add event

UMD TerpEngage <noreplyterpengage@umd.edu> to vpatel19@umd.edu 3:10 PM (9 minutes ago)

Aug 27 Thu

Advising Event: Hermela Felten/Vasmi ...

When Thu Aug 27, 2020 1pm – 1:30pm (EDT)

Where Phone Advising: You will receive a call at the time of your a

Who Unknown Organizer*

Add to calendar »

Agenda Thu Aug 27, 2020

No earlier events

1pm Advising Event: Hermela Felten/Vasmi ...

No later events

Your appointment with Hermela Felten has been scheduled.

Start Time: August 27, 2020 1:00 PM

End Time: August 27, 2020 1:30 PM

Location: Phone Advising: You will receive a call at the time of your appointment. Please add the best phone number to reach you on in the comments.

Activate Windows Go to Settings to activate Windows.

Rescheduling an Appointment

Step 1: Click Reschedule

- Click **Reschedule**

The screenshot shows a web browser window with the URL `terpengage.force.com/community/s/`. The page title is "Welcome To Terpenage" and the subtitle is "Schedule and manage appointments, and confirm your contact information". A "Schedule an Appointment" button is visible. A "Reschedule or Cancel" dialog box is overlaid on the page, containing the text "Can't make it? Find another time to meet, or cancel your appointment." and two buttons: "Reschedule" (highlighted with a yellow box) and "Cancel Appointment". The background shows an appointment card for Hermela Felten, BMGT - ACADEMIC ADVISOR, on Thursday, August 27, 2020, from 1:00 PM to 1:30 PM. The appointment card includes an "Edit Comments" button and a "Reschedule or Cancel" button. The right sidebar shows "Your Contact Details" for vasmipatel123@gmail.com and "EXPLORE OR CHANGE YOUR MAJOR" options.

Step 2: Click the rescheduling date and time

- Click the month, date, and time you want to schedule for. [Click here](#) for reference on how to do that.

The screenshot shows a web browser window with the URL `terpengage.force.com/community/s/`. A modal window titled "When would you like to meet?" is open, displaying a calendar for August 2020. The date "Thursday, August 27, 2020" is selected. Below the date, there are three time slots available for appointment: "11:30 AM - 12:00 PM EDT", "1:00 PM - 1:30 PM EDT", and "1:30 PM - 2:00 PM EDT". The next day, "Monday, August 31, 2020", is also visible with three time slots: "10:00 AM - 10:30 AM EDT", "10:30 AM - 11:00 AM EDT", and "11:00 AM - 11:30 AM EDT". The interface includes a "Close" button at the top right of the modal and a "Next" button at the bottom right. The background shows a list of advising services.

Step 3: Click Reschedule

- Click **“Reschedule”** to reschedule the appointment.

terpenage.force.com/community/s/

Success!

All Set!
Your appointment with Hermela Felten has been scheduled.

SCHEDULED APPOINTMENT

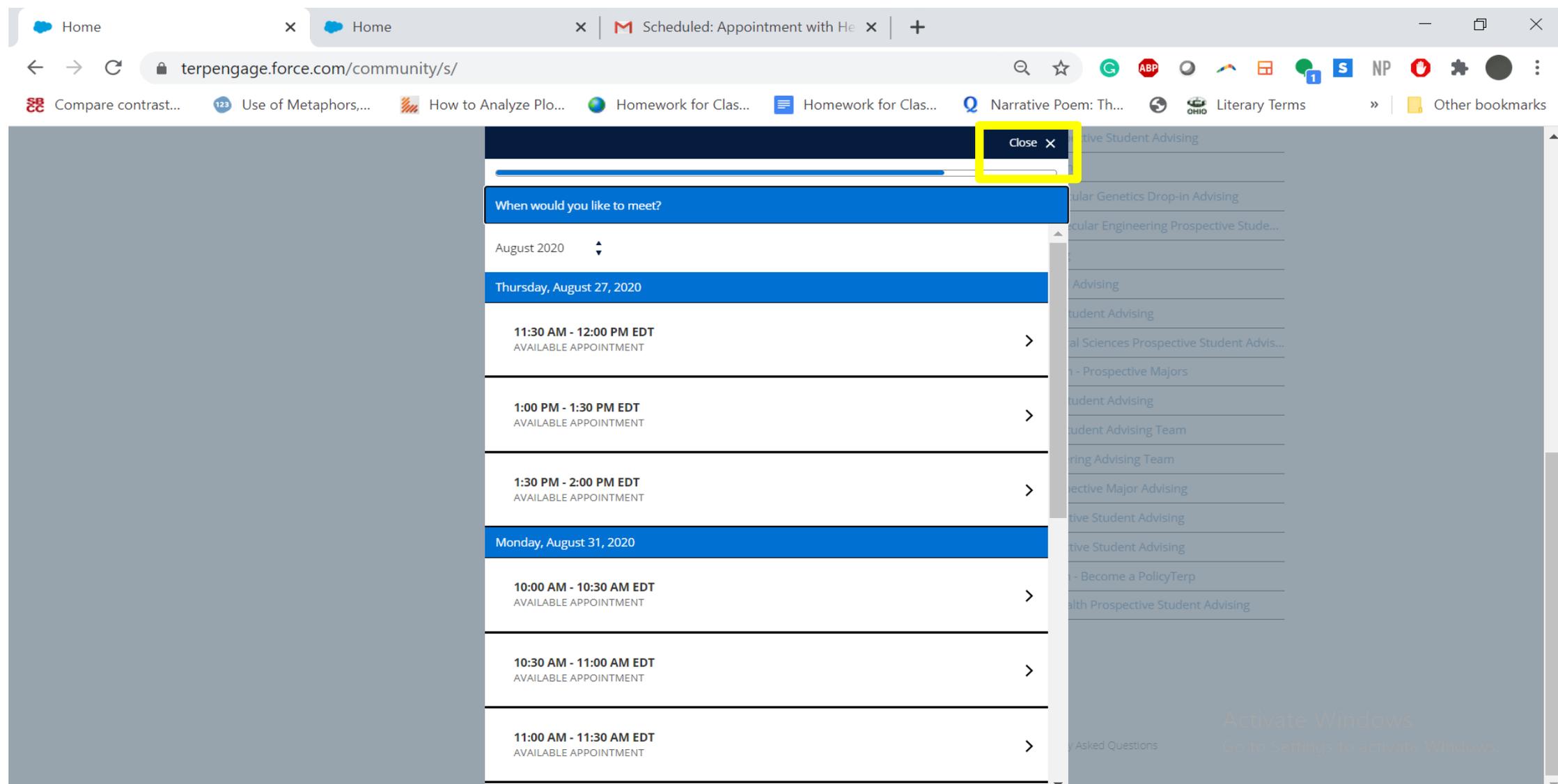
Advising Appointment
THURSDAY, AUGUST 27, 2020
1:00 PM to 1:30 PM

Hermela Felten
PHONE ADVISING: YOU WILL RECEIVE A CALL AT THE TIME OF YOUR APPOINTMENT. PLEASE ADD THE BEST PHONE NUMBER TO REACH YOU ON IN THE COMMENTS.

Edit Comments Reschedule

Step 4: Click Close and Confirm

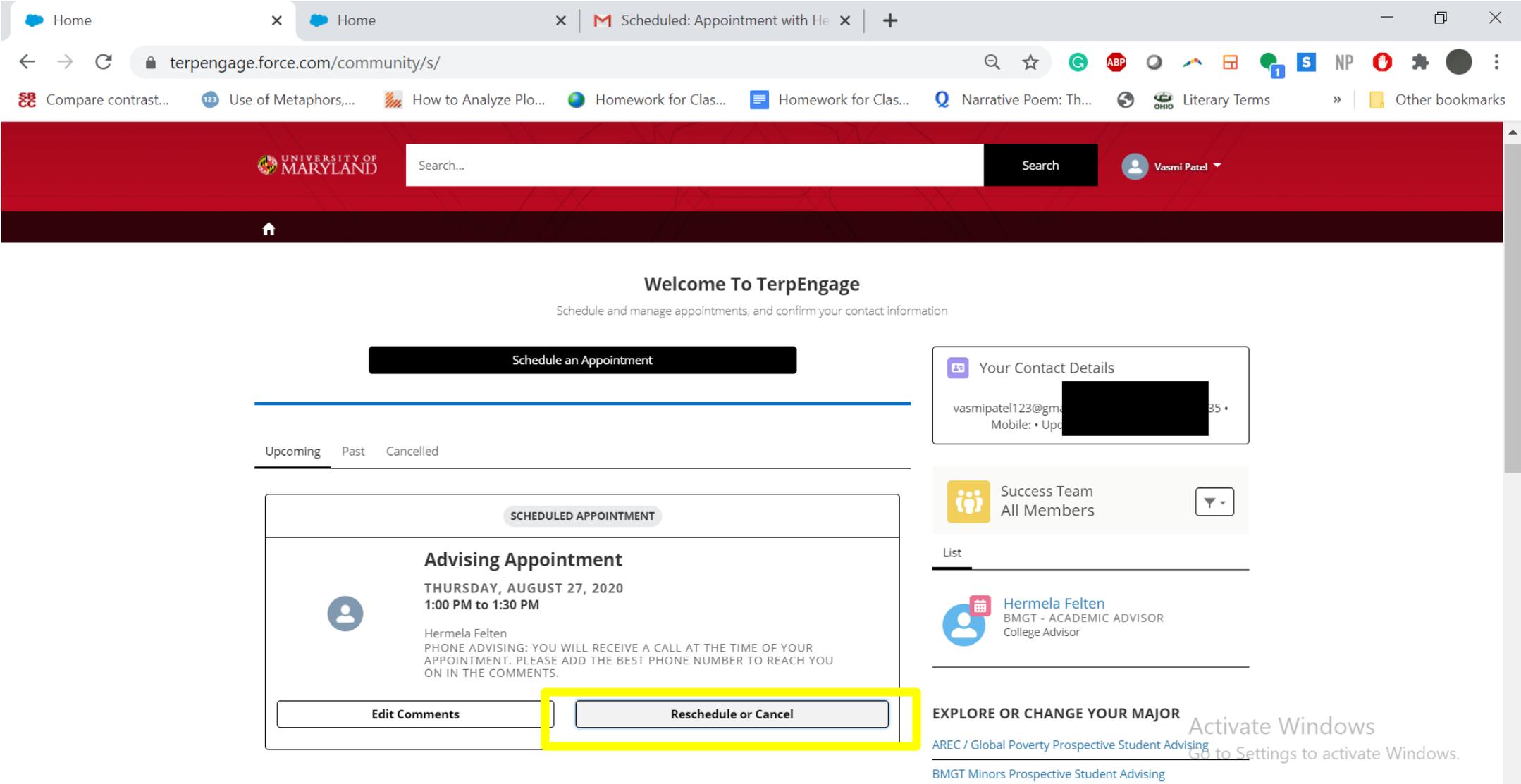
- Click **“Close x”** to get out and check on the homepage on TerpEngage if the time is changed.



Cancelling an Appointment

Step 1: Click Reschedule or Cancel

- On the homepage of TerpEngage after [logging in](#), click **“Reschedule or Cancel”**



Step 2: Click Cancel Appointment

- Click **“Cancel Appointment”**

The screenshot shows a web browser window with the URL `terpenge.force.com/community/s/`. The page title is "Welcome To Terpenge" and the subtitle is "Schedule and manage appointments, and confirm your contact information". A "Schedule an Appointment" button is visible. The main content area shows an appointment for "Hermela Felten" on "THURSDAY, AUGUST 27, 2020" from "1:00 PM to 1:30 PM". A dialog box titled "Reschedule or Cancel" is overlaid on the appointment details, with the text "Can't make it? Find another time to meet, or cancel your appointment." and two buttons: "Reschedule" and "Cancel Appointment". The "Cancel Appointment" button is highlighted with a yellow border. The background shows a list of advising team members and a section for "EXPLORE OR CHANGE YOUR MAJOR" with links to various advising programs.

Step 3: Type Why You're Cancelling

- Type why you are canceling the box below and then click cancel appointment

The screenshot shows a web browser window with the URL `terpengage.force.com/community/s/`. The page displays a 'Welcome To TerpenGage' header and a 'Schedule an Appointment' button. A 'Cancel Appointment' dialog box is open, prompting the user to 'Want to tell us why you're cancelling?'. The text 'I am busy at that time.' is entered into the text field, which is highlighted with a yellow border. Below the text field is a 'Cancel Appointment' button. The background shows a list of appointments and contact details for Hermela Felten, an Academic Advisor.

Step 4: Confirm it is Canceled

- If the appointment is canceled, it should disappear from the upcoming appointments

