**Step-by-Step Directions for Booking an Appointment with Student Success Centre**

**Step 1:**

* On NVIT website home page, scroll part way down page to area with a red band across the page
* In red band, under the heading, “Current Students”, click on the link: “Meet with the Success Centre”

**Step 2:**

* On Student Success Centre booking page, scroll through the various services listed and click on the one you are looking for

**Step 3:**

* Scroll down a little bit, click on a calendar date that work for you
* Click in the drop down box to see which staff members are available on that date, click on a staff member and then click on a time that works for you

**Step 4:**

* Scroll down a bit further and enter your name and email address. (Enter phone number and any comments if you like)
* Click the small box beside the statement about information use
* Click “Book”
* The staff member selected should receive an email notification of the booking, and you should receive an email reminder before the appointment.

