

## Department of Mechanical and Materials Engineering Instruction on how to schedule an advising appointment using the web-based scheduler

- On the scheduling page (<http://web.eng.fiu.edu/mmeadvising>) shown below, do the following:
  - Select an available time slot by clicking  on the date of your choice.

- Type your Engineering Account ID and password to log in.
- On the Add Entry page,
  - Write your name under “Brief Description”.
  - Enter your Panther ID, phone number and email address and other information about your appointment under “Full Description”.
  - Verify the date and time, and make sure the duration of the appointment is 20 minutes. Change if it is not correct.
  - Do not alter any other information.

- Click “Save” to finish. The web page should show your appointment. You may close the web browser to log off completely. You should show up at the time of your appointment. If you need to change or cancel the appointment, re-log in and edit the entry or delete the entry.
- Exercise your engineering ethics with honesty and respect to other fellow students while setting up scheduling. Report any problems to Ms. Carmen Schenck at [Carmen.Schenk@fiu.edu](mailto:Carmen.Schenk@fiu.edu).