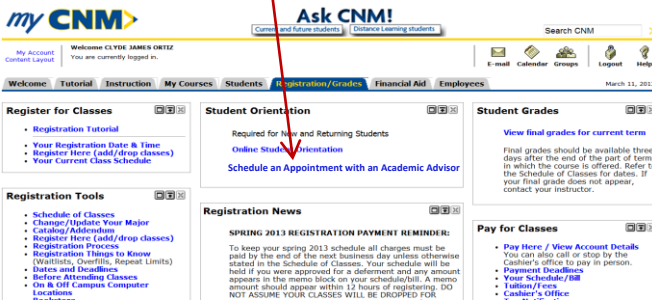


# How to schedule your appointment with an Academic Advisor

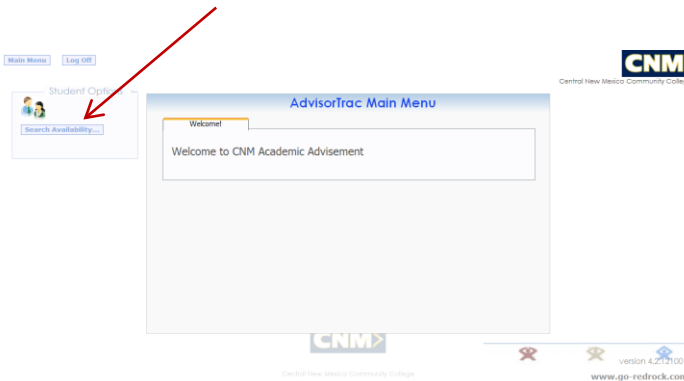
After logging in to your MyCNM account, click on the Registration/Grades tab and then click on the link titled "Schedule An Appointment With An Academic Advisor."



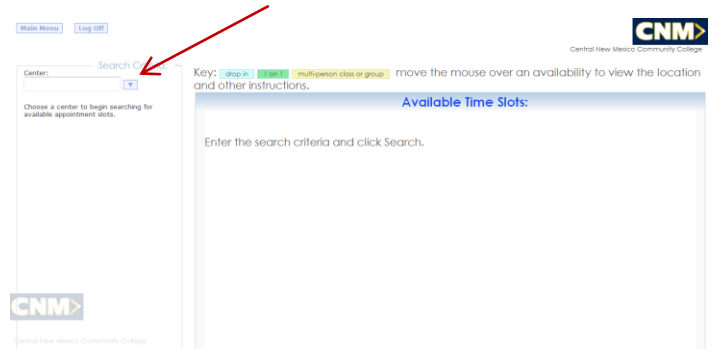
When logging in to Advisortrac 4.0, use the same username and password that you used to login to your MyCNM account.



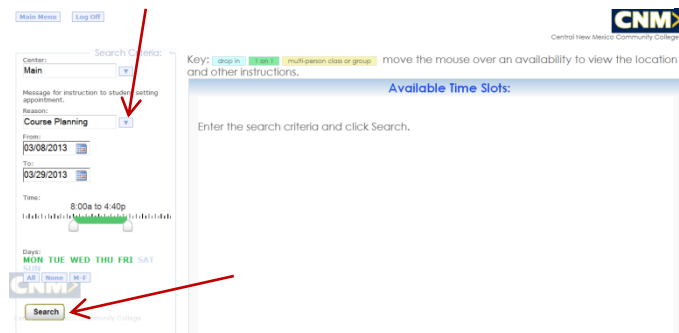
Click on "Search Availability"



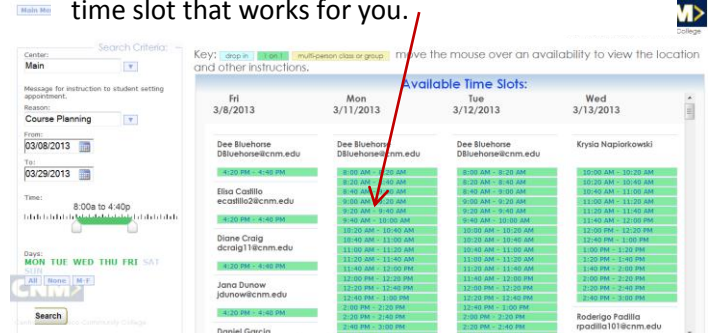
Click the down arrow and select the campus (center) that you want your appointment at.



After selecting the campus, you will be required to select the reason for your visit. You will then click the search button on the bottom, left side.



Scroll down the page and click on a time slot for the time and advisor that works best for you. If seeking first available, click on the first available time slot that works for you.



Click on the save button to save your appointment. You are not required to enter any notes. You can then log out of AdvisorTrac and then log out of your MyCNM account. You will receive an e-mail, sent to your CNM e-mail account, confirming your appointment.

