SSC onDemand, “Making an Appointment” Instructions

- Use this url: https://utdallas-insight.symplicity.com/students/
or
- On the SSC website, Use the SSC onDemand button.

Then Log-In using your NetID/pw

- Use the Appointment tab
  or
- Request an Appointment link.

Click “Request New Appointment” button
1. Select the **Type** of appointment
   - Peer Tutor
   - Academic Success Coaching
   - Administrative
   - Writing Tutor

2. Select the **Date Range**
   - 2014-03-11 to 2014-03-25

3. Select the **Time Range**
   - 8:30 am - 7:30 pm

This is generally enough info to find an advisor, but you may also narrow your search by selecting a Counselor/Adviser or narrow your search even further by days of the week.

Click “Check Availability”

Available appointment slots will be displayed.

Click on the advisor’s name, date & time that most fits your availability.
Your requested appointment will be displayed on your appointment page. You will receive an email verifying your request. You will receive an additional email when the advisor has approved or rejected your appointment request. Your approved appointments will then be displayed on your appointment page.

The appointment details will be displayed.

You may add additional notes to let the advisor know what you want to discuss.

If this slot fits your schedule, then Click “Submit Request”