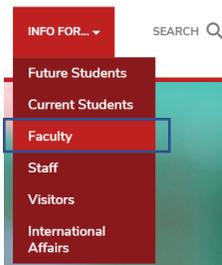


Appointment Campaign

Follow these directions to create faculty advisor appointments in Grades First. For additional assistance, please contact the University Advising Center at 210-805-5814.

1. Go to <http://www.uiw.edu/> (UIW Homepage).

2. Click on the **INFO FOR...** drop down box located on the top-right hand side of the UIW Homepage. Then click on Faculty.

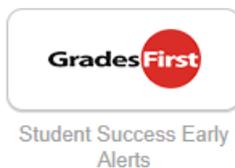


3. Next, click on **Cardinal Apps** located at the top left of the page. Type in your UIW Username and Password. (This is the same username and password used for UIW Mail.) Then click Sign In.

A screenshot of the UIW Sign In page. It features the University of the Incarnate Word logo at the top. Below it is a 'Sign In' button. The form includes fields for 'Username' (with the example 'kegrant') and 'Password'. There is a 'Remember me' checkbox and a 'Sign In' button at the bottom.

NOTE: Contact the University's Helpdesk if you are having login problems at 210-829-2721, 1-866-614-5043 (Toll Free), or email at helpdesk@uiwtx.edu

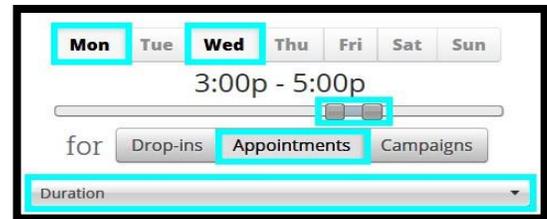
4. Click on the following Grades First icon located in the Cardinal Apps – Main tab. You will automatically be logged into Gradesfirst.



5. On your **Advisor Homepage**, click on **My Availability**. Then, click on **Actions** and **Add Time**.

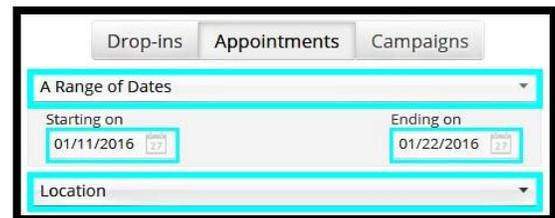


6. Select your **Availability**, by clicking the **Day(s)** and selecting your **Times**. Then, click **Appointments and Duration**.



NOTE: To adjust time, use the scroller provided.

7. For Duration, select **A Range of Dates**. Then select the **Start Date** and **End Date**. Then, click **Location**.

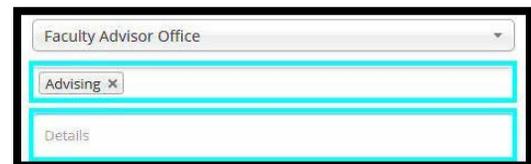


NOTE: Select the same dates for advising period.

8. For Location, select **Faculty Advisor Office**. Then, **Select Student Services**.



9. For Student Services, select **Advising**. Then, click on the **Details** section.



10. In the Details section, type your assigned **Office Room number**. Then, click **Save**.



11. Under the **Quick Links**, click on **Appointment Campaigns**. Then you will be directed to a new page, under **Actions**, click on **Appointment Campaign**.



12. Then fill in the following information:

- **Campaign Name**, type your **First and Last Name**.
- **Campaign Type**, select **Advising**.
- **Slots Per Time**, by default will appear as **"1."**
NOTE: "1" means one student per slot. If you would like to create a group advising, type the number of students in the slots per time.
- **Course or Reason**, select **Advising**.
- **Begin Date** and **End Date**, leave as is.
- **Appointment Limit**, select your time limit.
- **Location**, select **Faculty Advisor Office**.
- Then, click **Continue**.

13. Click **Advanced Search**.

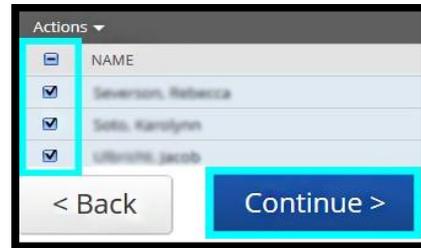


14. Scroll down and click on **Assigned To**.

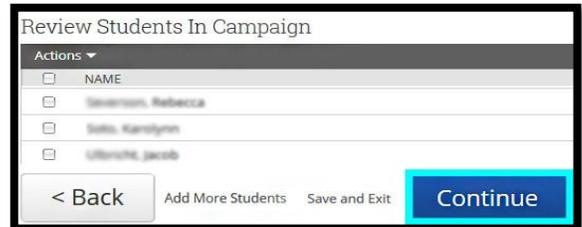


15. Type your Name in the **Assigned to Advisor** section and click **Search**.

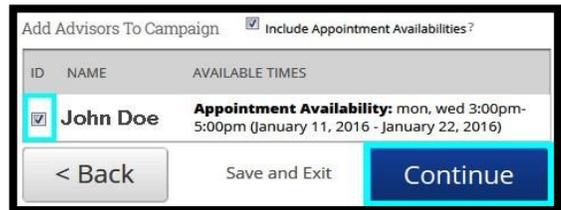
16. Select your **Students** and click **Continue**.



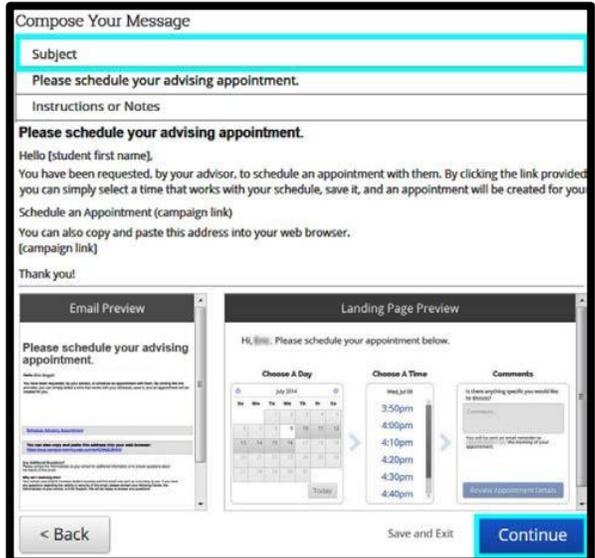
17. Review the List of your Students and click **Continue**.



18. Check your Name and click **Continue**.



19. **Subject** is optional. Then, scroll down and click **Continue**.



20. Review the information provided. Select **Email Reminder** and click **Send**.