- To schedule an appointment with one of your assigned CU Denver Graduate Business Advisors, first go to <u>https://ucdenver.inspire.civitaslearning.com/</u>
- 2. Click NETID and then click LOGIN WITH NETID. Then Sign In with the same username and password that you use for UCDAccess or Canvas.

(University of Colorado Denver
	NETID EMAIL
	LOGIN WITH NETID
	Missing an active NetID? Click the "Email" text above to Log in with your email and password.

3. On the left side of the next screen under CONNECT, click "Schedule Appointment".

CONNECT	ā
Schedule Appointment	\rightarrow
Calendar Week of Oct 1, 2023 Appointments 0 Events 0	
Communication	0 unread
Library	
Contact My Advisors	
Sign in to Remote Kiosk	

4. Click the drop-down menu for "Select advisor(s)/staff" and make sure that all three Graduate Business Advisors are selected: Diccon Conant, Andrew Jacobsen, and Paula Wallace. Any of these advisors are ready to assist you. Then click SEARCH.

	Q Search Appointments	^
1	- Select advisor(s) / staff - ★ Assigned Advisor(s) / Staff selected Advisor(s) / Staff	
	Select All	
	Assigned Advisor(s) / Staff	
	Andrew Jacobsen	2
	Paula Wallace	CLEAR SEARCH
	Cntr for Undergrad Exploration & Adv. 303-315-1940	
	□ Tracey Adams (she/her)	
	CLAS Advising	

5. Appointment openings will appear for all three advisors in chronological order. Scroll down through dates and times until you find the timeslot, advisor, and modality that works for you:



Then click SCHEDULE.

,	Q Search Appointments				~
,	Available Appointments (1356)				
ľ	Monday, Apr 22				*
	8:00 AM - 8:30 AM	Wallace Paula ★ Assigned Advisor	S. ■ -	SCHEDULE	
	8:30 AM - 9:00 AM	Conant Diccon	—	SCHEDULE	
	8:30 AM - 9:00 AM	Wallace Paula ★ Assigned Advisor	ζ _α ≣κ =	SCHEDULE	
	9:30 AM - 10:00 AM	Conant Diccon	• -	SCHEDULE	
	10:30 AM - 11:00 AM	Jacobsen Andrew	₹. . -	SCHEDULE	

6. Scroll down to fill in the required fields and then click SCHEDULE APPOINTMENT. You should receive a confirmation email.

Appoin – Select Ac	tments dvisor*			
Conant, Diccon 👻		 ★ 	★ Assigned Advisor	
		< Monday,	Apr 22, 2024 >	
	TIME	MODALITY	DETAILS	
0	8:30 AM - 9:00 AM		Virtual appointments are conducted via Zo	
۲	9:30 AM - 10:00 AM		Virtual appointments are conducted via Zo	
0	11:30 AM - 12:00 PM		Virtual appointments are conducted via Zo	
0	1:30 PM - 2:00 PM		Virtual appointments are conducted via Zo	
0	2:30 PM - 3:00 PM		Virtual appointments are conducted via Zo	
Date/Tin Monday,	ne Apr 22, 2024 9:30 AM - 10:	00 AM		
Appointn	nent Modality *		Virtual Meeting	
Virtual Meeting			Virtual appointments are conducted via Zoom video conferencing. Please look for an email prior to the appointment time with the Zoom link.	
Sessio	n Topics *	Ŧ		
Sessio	n Note			
			CANCEL SCHEDULE APPOINTMENT	

Updated 4/17/2024