1. To schedule an appointment with one of your assigned CU Denver Graduate Business Advisors, first go to [https://ucdenver.inspire.civitaslearning.com/](https://ucdenver.inspire.civitaslearning.com/)

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

![CONNECT screen with Schedule Appointment highlighted]

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.

![Search Appointments screen with advisors selected and search button highlighted]
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:

- Phone
- Virtual (Zoom)
- In-person

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

Appointments

Select Advisor *

Conant, Dickson

Assigned Advisor

< Monday, Apr 22, 2024 >

<table>
<thead>
<tr>
<th>TIME</th>
<th>MODALITY</th>
<th>DETAILS</th>
</tr>
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<tbody>
<tr>
<td>8:30 AM - 9:00 AM</td>
<td></td>
<td>Virtual appointments are conducted via Zoom.</td>
</tr>
<tr>
<td>9:30 AM - 10:00 AM</td>
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<tr>
<td>11:30 AM - 12:00 PM</td>
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<td>1:30 PM - 2:00 PM</td>
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<tr>
<td>2:30 PM - 3:00 PM</td>
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</table>

Date/Time

Monday, Apr 22, 2024 9:30 AM - 10:00 AM

Virtual Meeting

Virtual appointments are conducted via Zoom video conferencing. Please look for an email prior to the appointment time with the Zoom link.

Session Topics *

Session Note

CANCEL SCHEDULE APPOINTMENT

Updated 4/17/2024