How to Use ISUAppointments within AccessPlus to Schedule an Appointment

Step 1: Login to AccessPlus.

Step 2: Click on the ISUAppointments link in the left-hand column of the Student tab. Click Continue.

Step 3: Click on the “Request Appointment” button.
Step 4: To start scheduling process, select option below: 1. Campus Appointments

Step 5: Select Appointment Type: Graduate Student Services

Step 6: Select Reason for Appointment: Nicole Lewis is available for Phone or Video Conference. There are no in-person appointments available for Fall 2020. Click Next.

Step 7: Select Location: LAS: Computer Science Graduate Program (Atanasoff 225)

Step 8: Select Staff Member: Lewis, Nicole. Click Next.
Step 9: Click on a day that you would like to schedule an appointment and a box with available times will appear. Click on a time and then the Next button. If you want to see if there are Drop-In hours available, you can click on the “View Drop-In Times”. If there are no drop-in times, it will be blank.

Step 10: Make sure that you confirm your appointment.

Once your appointment is confirmed, the webpage will say: “Success! Your Appointment Has Been Created”