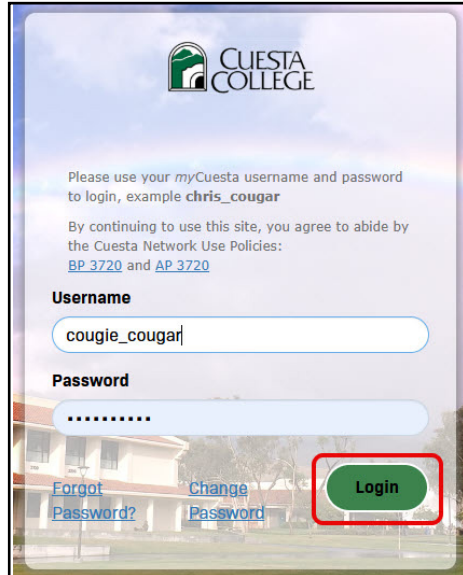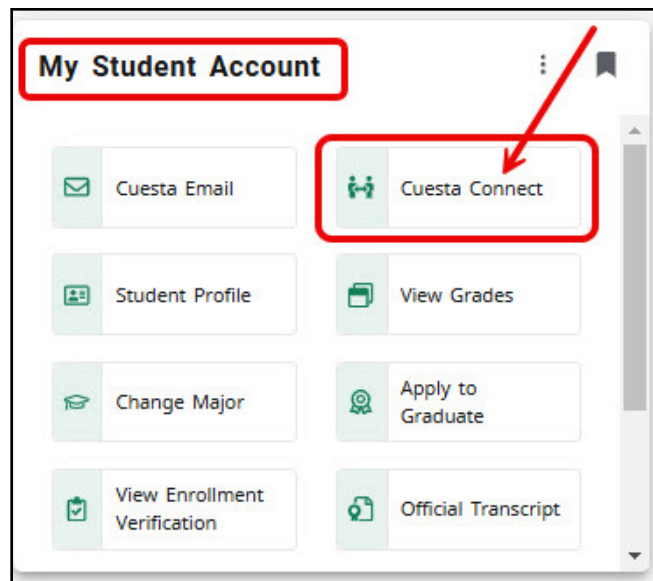# How to Schedule an Appointment with Cuesta Connect
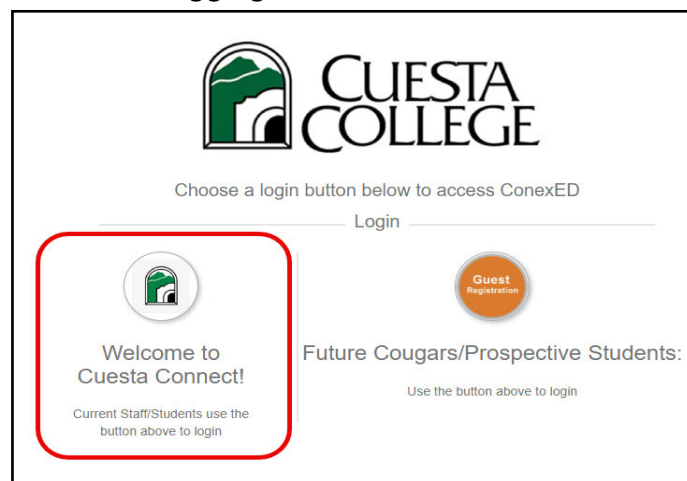
1. Log into *myCuesta* portal using your *myCuesta* login credentials.
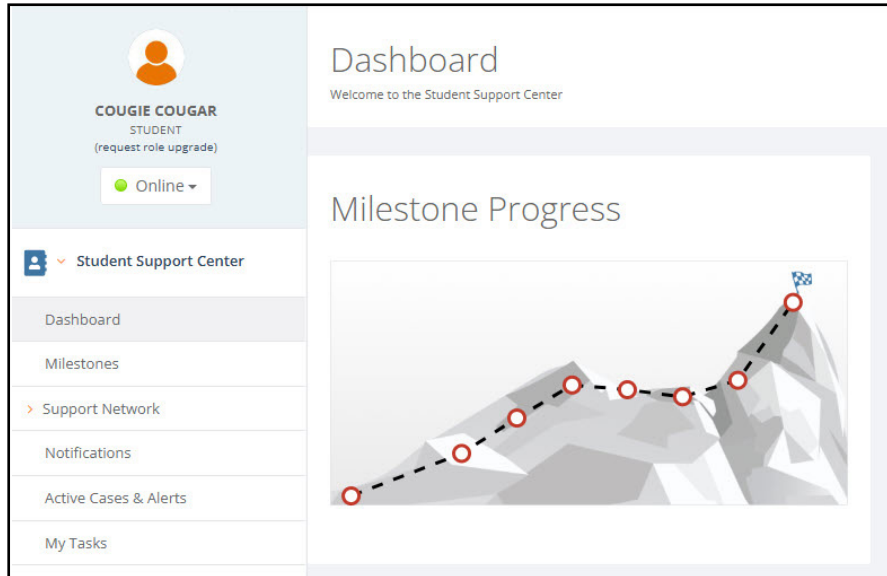

2. Navigate to the My Student Account tile & select Cuesta Connect.

3. You will be brought to the Cuesta Connect landing page. Please select **'Welcome to Cuesta Connect for Current Staff/Students'** & continue logging in.

4. On your Student Dashboard, explore your Success Network Directory to book appointments, view milestones, & more!

5. Navigate to the left side navigation bar, click **'Support Network,'** then **'View Full Directory'** & book an appointment with your Success Network!
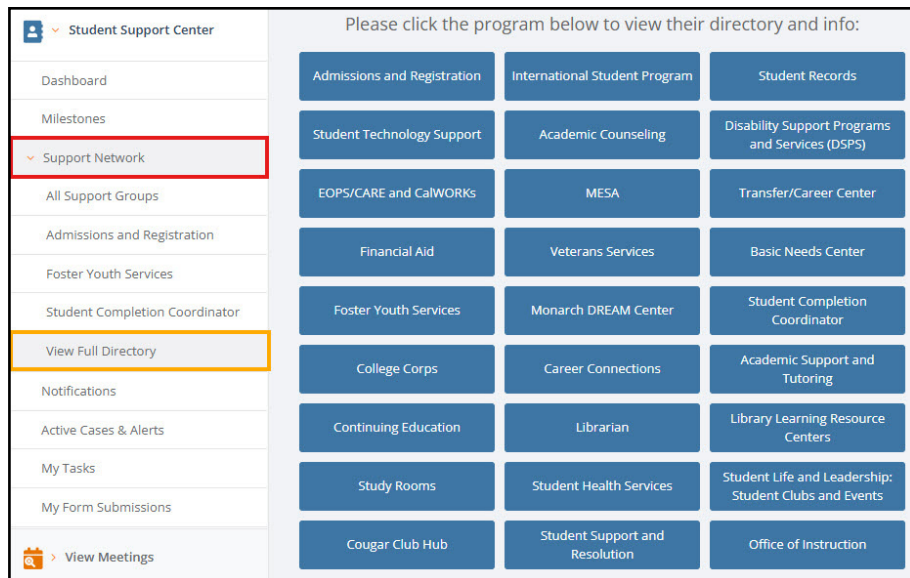
6. Choose a specific Success Network Team member and click **'Schedule a Meeting,'** or click the team name to schedule an appointment.
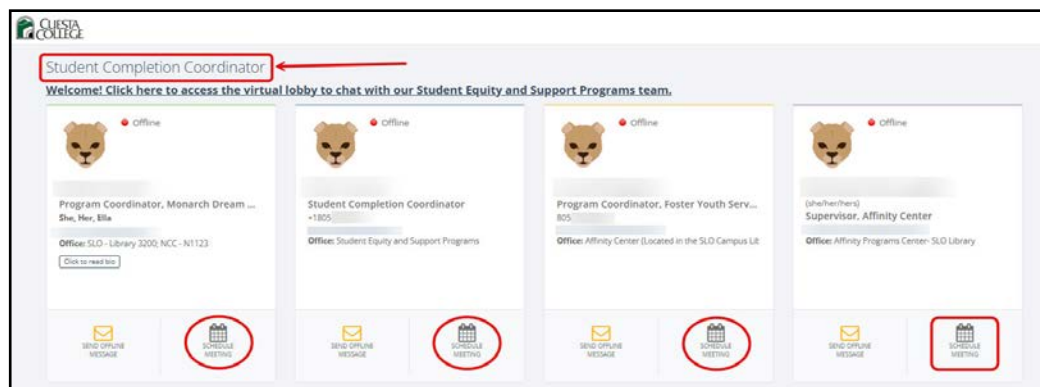
7. You will now see your meeting scheduling options. Select a date and a reason for your meeting. Use the "Next Week" button on the right-hand side to view future availability.

8. Next, you will choose your meeting location—options include in-person, telephone, or video. Then, you'll see available time slots for your selected date, along with the names of available staff members.

9. Once you selected your preferred time slot. A pop-up will confirm the staff member, date, time, location, and reason for your meeting. Click **'Schedule Appointment'** to complete the process.

10. A pop up will appear confirming your appointment has been scheduled, click OK to dismiss popup.
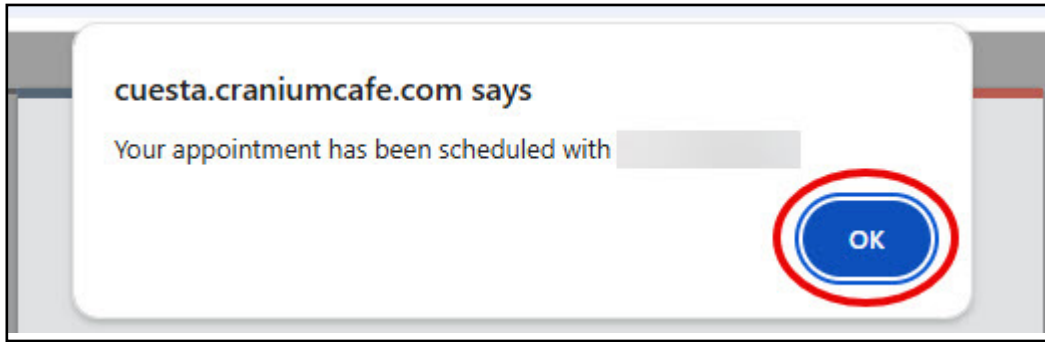
11. After scheduling, you'll receive a confirmation email at your myCuesta address and be redirected to your Upcoming Meetings page in Cuesta Connect, where you can view your meeting details.