Archivum Appointment Scheduler

Student Step-by-Step View

Revised August 2021
Finding Archivum

Login to MyUSF with your NetID and find “Archivum” under Business Systems.
Archivum Student Home Page

Click “Student Portal” to access appointment scheduling.
Click “Schedule an Appointment” to search advisor’s open appointment times.
Finding an Advisor

You have the option to find an advisor by name or by location. Select “YES” if you know your advisor’s name.

Do you know who you want to meet with?

Yes!
I have someone in mind

Not Yet
I need help finding someone

My Upcoming Appointments

9/12/2019 10:00 AM - Academic Advising with Martha Coulter

My Past/Canceled/Completed Appointments

6/19/2019 - Academic Advising with John Adams
4/12/2019 - Academic Advising with Derek Krinock
4/8/2019 - Academic Advising with Derek Krinock
4/3/2019 - Academic Advising with John Adams
2/22/2019 - Academic Advising with Derek Krinock
Finding an Advisor: Searching by name

Simply type in the name of the person you wish to meet with (the name will auto-fill), select and their profile will appear in the drop-down menu
Finding an Advisor: Searching by name

Enter the College and Major of the **advisor**. **Note** - this may be different from your own major/minor displayed if you’re think about adding or changing majors/minors.
Finding an Advisor: Searching by name

Who do you want to meet with in Academic Advising?
Advisor *
Derek Krinock

Choose Advising Area
Campus *
Tampa
College *
Muma College of Business
Major *
Business Analytics and Information Systems

Click Advisor to View Available Times

The Advisor’s profile will display including important pre-advising information to help you make sure you’re meeting with the right person.

Select the box to view this advisor’s available appointment times.

Tip: A gold star means this is your assigned advisor!
Selecting a Date and Time

Click a time to schedule an appointment. Click “MORE” to see additional times.
Finding an Advisor: Search by College and Major

Select “NOT YET” if you DO NOT know your advisor’s name.

- **Book an Appointment**
  - Do you know who you want to meet with?
  - Yes! I have someone in mind
  - Not Yet I need help finding someone

- **My Upcoming Appointments**
  - 9/12/2019 10:00 AM - Academic Advising with Martha Coulter

- **My Past/Canceled/Completed Appointments**
  - 6/19/2019 - Academic Advising with John Adams
  - 4/12/2019 - Academic Advising with Derek Krinock
  - 4/8/2019 - Academic Advising with Derek Krinock
  - 4/3/2019 - Academic Advising with John Adams
  - 2/22/2019 - Academic Advising with Derek Krinock
Finding an Advisor: Search by College and Major

Use the dropdowns to select the college and major where you’d like to find an advisor.
Finding an Advisor: Search by College and Major

The available advisors for that major will appear in green boxes. You can:
1) Select an advisor to see their open times
OR
2) Choose “Show Me Next Available” to see the first open time with any advisor.

Tip: Read each of the advisor’s personalized messages to help you identify which person may be the best fit for you to meet with.
Clicking “Show Next Available” shows you the next 5 earliest available appointments for anyone advising in this area.
After selecting an advisor, day, and appointment time, you must:

1. Select how you want to meet with the advisor.
2. Provide a phone number and opt-in to text notifications to remind you of your appointment.
3. Select appointment reason: the subject you want to talk about.
4. Include brief details to describe the reason for your appointment.

Select “Book Appointment” to finish scheduling the time.
Appointment Scheduled!

Once your appointment has been scheduled, click “Done” and you will be returned to the appointment home page.
A confirmation email is sent to your USF email address as soon as the appointment has been booked. It will include:

- The reason and details you provided when scheduling,
- Important details from your advisor on how to prepare for the meeting and
- A link to confirm or cancel the appointment.
After scheduling an appointment, you can log back into Archivum any tie to view upcoming appointments in the history. Just login to Archivum and access Archivum using the same steps you used to schedule an appointment.
After Scheduling: Upcoming Appointment Information

- Click on any upcoming appointment to view the detailed information you selected including date, time, reason and type of appointment
- You can also choose to cancel or confirm your appointment here
• An email is sent if you decide to cancel your appointment
• This email also provides a link to book a new appointment if needed
After Scheduling: Text Appointment Reminder

If you Opt-In during Scheduling:

- Text message reminders are sent 48 hours prior to your appointment.
- Students can confirm or cancel appointment directly from the text.
After Appointment: Post-Appointment Email

You will receive an email summary after completed AND No Show appointments.

Emails include:
- Appointment details like notes and attached documents from your advisor.
- An Advising appointment student satisfaction survey to provide feedback about your appointment.

See below for a summary of your recent appointment with Derek Krinock:

Appointment Date: 4/8/2019  
Appointment Time: 12:00 PM  
Appointment Resolution: Attended  
Appointment Notes: Sign up for ISM4920 in fall 2019. Pursue internships for summer 2019.  
Survey Message: N/A  
Survey URL: name

You can also view details on your recent appointments by visiting Archivum.

PO.jpg
Archivum - Outstanding Staff Team Award.jpg

Please do not respond to this email as the mailbox cannot be monitored for incoming mail.
After Appointment: Appointments History

Appointments home page also stores records for all past completed appointments, walk-in visits and no show/missed appointments.
After Appointment: Past Appointment Information

- Click on any past appointment to view appointment details including saved notes from your meeting.
- You can also view any documents uploaded by your advisor (note: you must download attachments to view them).