

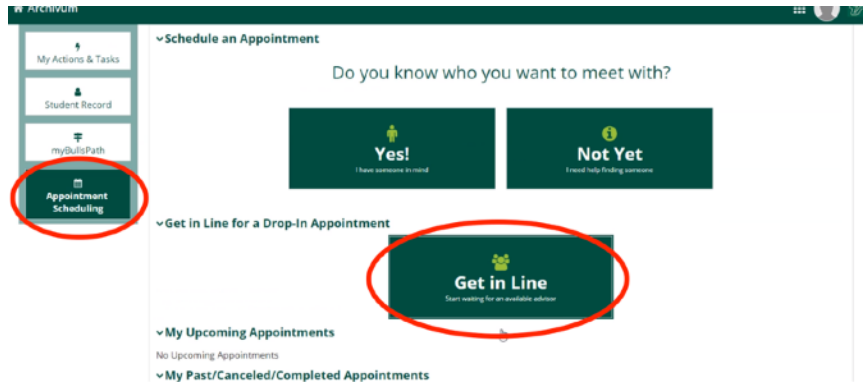
Accessing the virtual advising queue

Student Instructions



UNIVERSITY of
SOUTH FLORIDA
ST. PETERSBURG

Log-in to Archivum



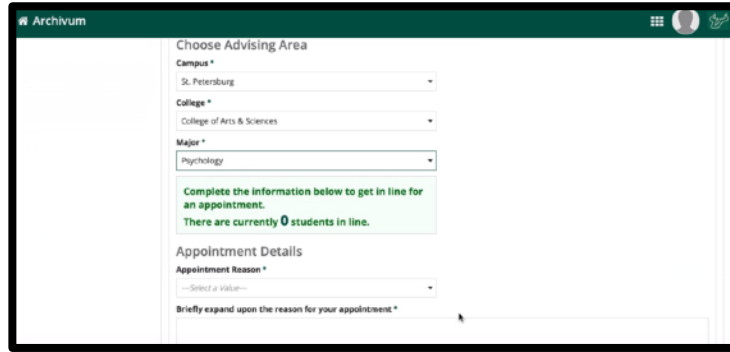
- Students will log-in to **MyUSF > Business Systems > Archivum**
- Once in Archivum, students will:
 - Go to **Student Portal > Appointment Scheduling**
- Under Appointment Scheduling, students select “Get in Line” for a virtual drop-in with an advisor

“Getting in Line”

The screenshot shows the Archvium interface for scheduling a drop-in appointment. The left sidebar contains navigation options: My Actions & Tasks, Student Record, myBuilsPath, and Appointment Scheduling (highlighted). The main content area is titled 'Get in line for a Drop-In Appointment' and displays the user's profile: College of Arts and Sciences USFSP - Bachelor of Arts, Major - Psychology, and Minor - Leadership Studies. Below this is the 'Schedule Drop-in' section, which asks 'How would you like to meet with your advisor?' with radio buttons for 'Phone' and 'Microsoft Teams'. The 'Phone' option is selected. Underneath, there is a 'Phone' section with an 'Enter Contact Information' field containing a dropdown for '+1 (US)', a field for 'Area Code (e.g., 813)', and a field for 'Number (e.g., 5556666)'. At the bottom, there are two dropdown menus for 'Choose Advising Area', labeled 'Campus' and 'College', both currently showing '--Select a Value--'.

- Students will “get in line” by completing the form in Archvium
 - This is similar to making an appointment with your academic advisor
- Indicate whether you want to meet with your advisor by Microsoft Teams or phone
 - Confirm your email address in the student information section
 - Make sure that the phone number you provide is the best number to contact you
 - If you select Microsoft Teams, please make sure you have access and stay logged in to either the desktop or web-based application of Teams

“Getting in Line”, cont.



Archivum

Choose Advising Area

Campus *
St. Petersburg

College *
College of Arts & Sciences

Major *
Psychology

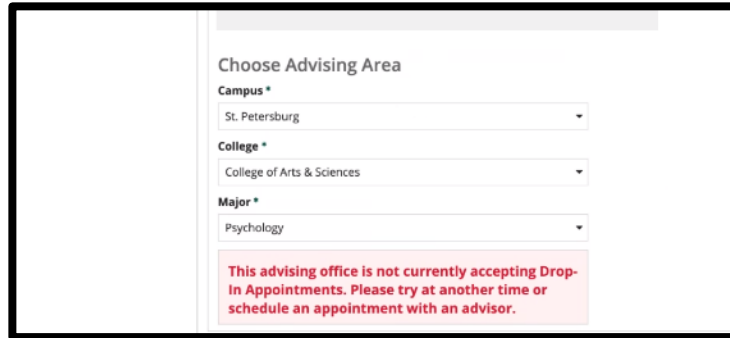
Complete the information below to get in line for an appointment.
There are currently 0 students in line.

Appointment Details

Appointment Reason *
---Select a Value---

Briefly expand upon the reason for your appointment *

OR



Choose Advising Area

Campus *
St. Petersburg

College *
College of Arts & Sciences

Major *
Psychology

This advising office is not currently accepting Drop-In Appointments. Please try at another time or schedule an appointment with an advisor.

- Select your campus, College, and major
- If the advising office is accepting drop-ins, students should see a notification indicating how many students are ahead of them
- If the advising office is not accepting drop-ins, students will see a notification informing them that the advising office is not accepting drop-ins at this time

“Getting in Line”, cont.

Choose Advising Area

Campus *
St. Petersburg

College *
College of Arts & Sciences

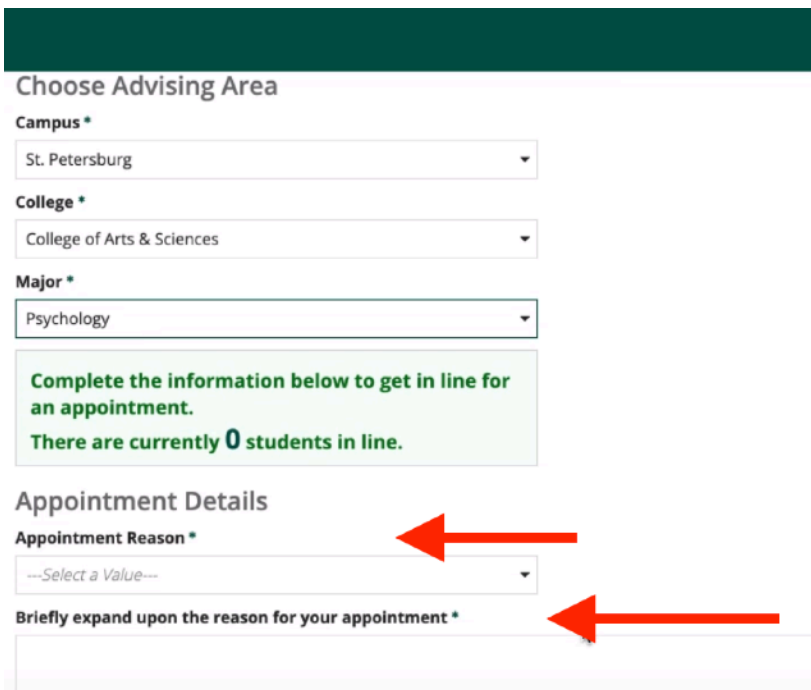
Major *
Psychology

Complete the information below to get in line for an appointment.
There are currently 0 students in line.

Appointment Details

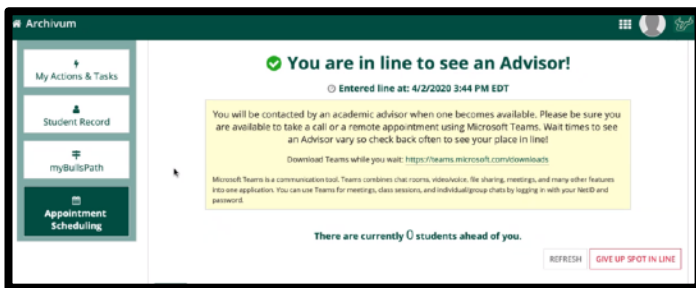
Appointment Reason *
---Select a Value---

Briefly expand upon the reason for your appointment *

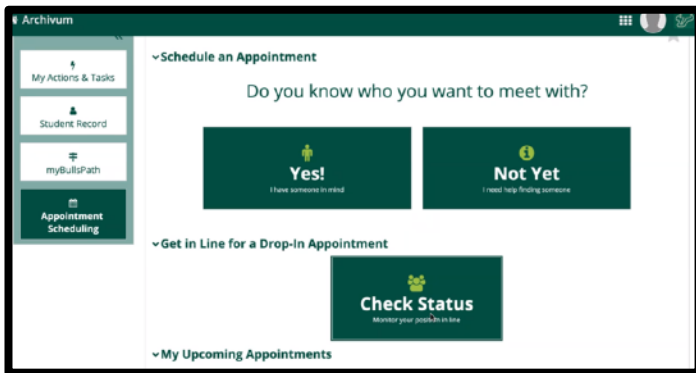


- If the advising office is accepting drop-ins, students will provide the reason for their drop-in, similar to when students make an appointment with their academic advisor

After “getting in line”

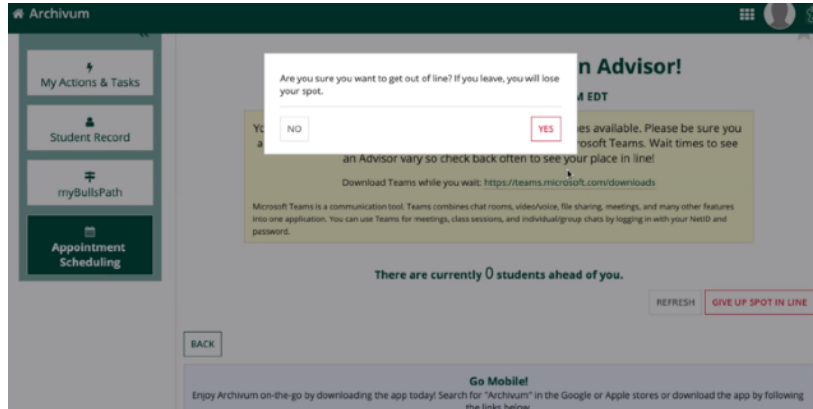


OR



- Once a student “gets in line”, a confirmation screen will appear
- **NOTE: You will NOT be notified when you are next in line**
 - Students can continue to check back on the confirmation screen and can click the refresh button, or by going back to Appointment Scheduling and “checking their status”
 - **Do not hit the browser’s refresh button**
- Students can only “get in line” for one College at a time

Giving up your spot in line



- At any point, students can 'give up' their spot in line
- If a student gives up their spot in line, they will need to re-sign up for a drop-in appointment
 - **NOTE:** You will not be able to get your spot back in line if you give it up

Questions?

Email us at usfsp-advising@usf.edu



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