

How to schedule an appointment with your UCAE Success Guide:

- 1** Use your NinerNET ID to login to connect.charlotte.edu or click the Connect icon from my.charlotte.edu.
- 2** Click Appointments from the left hand menu.
- 3** Select Meet with your Success Team on the right side.
- 4** Select the name of your UCAE Success Guide.
- 5** Choose the day and time that fits your schedule.
-If you don't see a time that works, email your Success Guide directly to see if there is another time available.
- 6** Consider adding a comment if there is a specific topic you'd like to discuss.
- 7** Confirm email and text confirmation reminders are selected and verify your listed mobile phone number.
- 8** Click confirm appointment.

