How to make an appointment with your advisor on the MyOHIO Success Network

1. Check your Student Center in your MyOHIO portal to identify your Academic Advisor.
2. Go to https://www.ohio.edu/myohiosuccessnetwork or click on the quick link on the Ohio University Zanesville website.
3. Log in with your Ohio ID and password.
4. Select Schedule a Meeting.
5. Click on the MyOhio Success Network link.
6. Find you academic advisor on the list of individuals on your screen.
7. If they have available advising hours, it will look like the block below. Click on the schedule appointment link.
8. Make sure you have the week view selected and you can find your advisor’s availability by the green plus signs.

9. Click on the green plus sign. Then select the reason you would like to meet with your academic advisor.

10. Then click on the submit button. The window will disappear and you will see your appointment on their schedule. You should also receive an email reminding you that you
made the appointment. Pay attention to their room number so you can find their office. You will also see your appointment in the dashboard once you complete these steps.