



AdvisorTrac Student Instructions

- Type <https://advisortracstuserv.mesacc.edu> into your web browser (Mozilla Firefox or Google Chrome) to get to the site.
 - Please bookmark this link for future use.
 - If you encounter a security warning, please select “allow” or “make security exception” to continue to the website. AdvisorTrac is a safe/secure website!

First Login

- Enter your MEID (this is also your AdvisorTrac User Name). Enter your Password associated with your MEID.

Welcome! Please Log in

Student instructions to schedule advising appointment:

1. Enter your User Name (MEID), ten characters in length.
2. Enter your Password (associated with your MEID).
3. Click Login.

Students: have you forgotten your password? [Click here](#)

Notes: If you have Login issues, please contact the Red Mountain Campus (480) 654.7600.

Southern and Dobson Campus (not yet available).

Suggested browsers to access AdvisorTrac are:
Mozilla Firefox or Google Chrome.

- The Confirm Bio screen may pop-up as soon as you log in. If it does not, select Confirm Bio from the left-hand menu. You only need to do this on your first log in.

Confirm Bio

ID: Other ID: Handle:

Last Name:

First, Middle:

Address:

City, State Zip: ,

Email:

Birthdate:

Home Phone: Alternate:

[Student Photo](#)

To change the password, enter the password, confirm it, and then click Confirm to save.

Password:

Confirm:

Confirm

- Change your password to something that you will remember. We recommend using your same password associated with your MEID.
- Fill in all of your information. (Your ID, MEID and Name should already be populated for you at the top of the page. You do not need to enter information for “Other ID”, “Handle” or “Work”.
- Click Confirm when finished, to save your information. Click the right-hand corner X to close the screen.

Schedule an Appointment

- After logging into AdvisorTrac, to search for availability appointment times, click the Search Availability on the left-hand menu under Student Options.



- Select RDM-ADVISEMENT Advising Appointments from the left-hand pull-down menu under Search Criteria. This will bring up your search options.
- Next, you must select your Academic Advisor from the consultant pull-down menu.
- Click Search to find any available times. You may limit your search criteria to specific days and/or times if you wish. The available times for each advisor will be displayed to the right.

[Main Menu](#) [Log Off](#)

Search Criteria:

Center: RDM-ADVISEMENT ▼

Consultant: ▼

Reason: ▼

From: 02/20/2014

To: 03/06/2014

Time: 8:00a to 7:00p

Days: MON TUE WED THU FRI SAT SUN
 All None M-F

Key: drop in | on 1 | multi-person class or group | move the mouse over an availability to view the location and other instructions.



Search... Key: drop in 1 on 1 multi-person class or group

Appointments Entry

Student: **Justa Student**
99999990 rmdonius@buffalo.edu

Staff: Dalene Aylward
645-6026

Appointment Info

Center: Student Advising Services ▾ Location: 108 A Norton Hall ▾

Reason: ▾ Fund: ▾

Date: 7/24/2013 Time: 11:00 AM To: 11:30 AM

Appointment Duration: ▾ minutes
30:60

Phone: ▾

Notes:

Created 00/00/00 at 00:00:00 by
Modified 00/00/00 at 00:00:00 by

Save Automatically create the visit when this appointment is saved.
 Override and send confirmation when this appointment is saved.

- **Symbol 1:** Available appointments will be listed in green in the center of the screen. Click on the available time you would like your appointment. Select your Reason, provide Cell Phone number. Click the Save button and after processing, the Appointments pop-up box will disappear confirming that the appointment was successfully created. You will receive a confirmation email. Please review the email to confirm the date, time and location of your appointment.
- **Symbol 2:** If appointments are listed in light teal, you may not sign up for a specific time in that block, but may visit Enrollment Services during that time for “drop-in” hours. This will be on a first come, first served basis.

Cancel an Appointment

1. Log in to AdvisorTrac using your MEID (Username) and associated Password.
2. All of your upcoming appointments will be listed on the left under your Calendar.
3. To cancel the appointment, click the X listed next to the appointment you wish to cancel on the pop-up screen.
4. Enter your reason for cancelling the appointment and click the "Confirm Cancellation" button.
5. You will receive an email confirming that the appointment has been cancelled. You will also receive a cancellation email if your advisor cancels your appointment for any reason.
6. If you must cancel an appointment at the last minute (within three hours of the appointment), you may not cancel on AdvisorTrac. Instead, you should call your advisor.
7. To make a new appointment, follow the above steps on **Scheduling an Appointment**.