Changing Advisor or an Engagement Channel for an Appointment in Student Success Hub

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Email	pmo-testing@boisestate.edu		Term Activated Student		Sage Rust has an up
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2 Click the Appointments tab

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Click the appointment number link of the appointment you need to re-assign

Included This student has requested PRIVACY. You may release no information about this student without their specific written permission. Details Schedule Appointments Appointments Advising Notes Service Indicators Related Files Image: Colspan="2">Image: Colspan="2" Image: Colspan="2">Image: Colspan="2" Image: Colspan="2">Image: Colspan="2" Image: Colspan="2" <	Q Search actions
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View All	Nicole Lopez had an
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4 Click Change Advisor in the Quick Action Launcher on the right side

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and Suspers Llub (SMAS)		Appointment Booking URL	https://boisestate.zoom.us/j/8739392664? pwd=tjKRMnIRQkJTyjFafmDzSMXDFBTMdW.1						

5 Click the x in Service Resource field to delete the assigned advisor

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Type in the name of the advisor you need to assign to the appointment and click their name

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7 If you need to change the Engagement Channel Type, click the x to delete the current channel

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isor Information										
Name	Nicole Lopez				Appointment Booking	https://boises	tate.zoom.us/j/8739392664?			
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Department	Advising and Academic	Support	Center							
tact Information										

8 Type in either Virtual or In Person depending on the need and select the appropriate channel

iubject Blaze Bronco: In Person	Graduation - AASC	Scheduled Start S 3/31/2025, 3:00 PM 3	icheduled End 3/31/2025, 3:45 PM	Status Scheduled		
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Advisor Name Building Location	Nicole Lopez Simplot Micron Advising Room 101	g and Success Hub (SMASH),	Appointment Booking URL	https://boises pwd=tjKRMn	tate.zoom.us/j/8739392664? RQL/TyjFafmDzSMXDF8TMdW.1	
Contact Information	Advising and Academic	Support Center				
Email	pmo-testing@boisestat	e.edu	Phone	+1 20851512	34	

9 Click the Change Advisor button to complete the reassignment

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