



## Purdue University

Last Updated August 2025

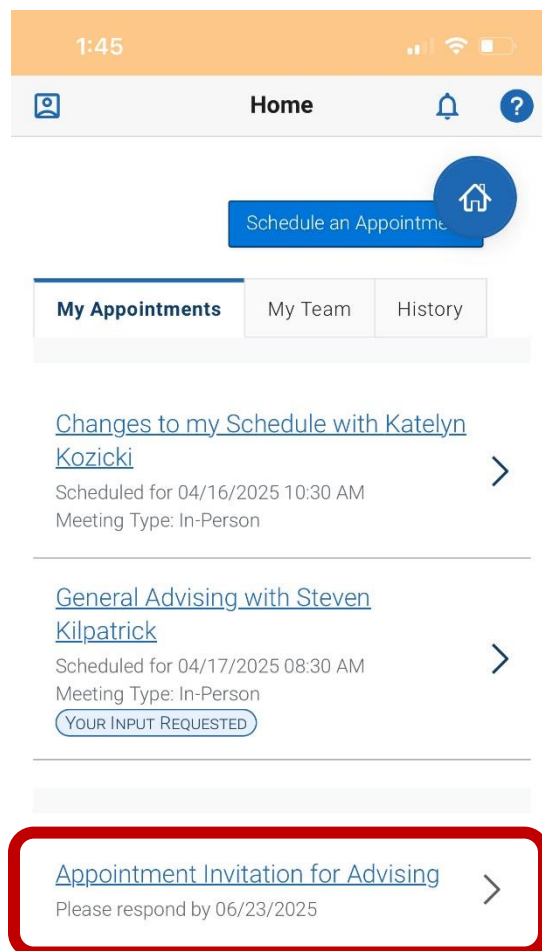
# Responding to an Appointment Request in BoilerConnect Student (App Version)

## Responding to an Appointment Request

There will be occasions when a staff member will want you to schedule an appointment with them during a pre-determined time frame (e.g. registration). Responding to these requests can be done in two ways:

### BoilerConnect Student

- When someone invites you to an appointment or Appointment Campaign invitations are sent out, it appears in your main **Appointments** tab.
- The request will be titled “**Appointment Invitation**”.





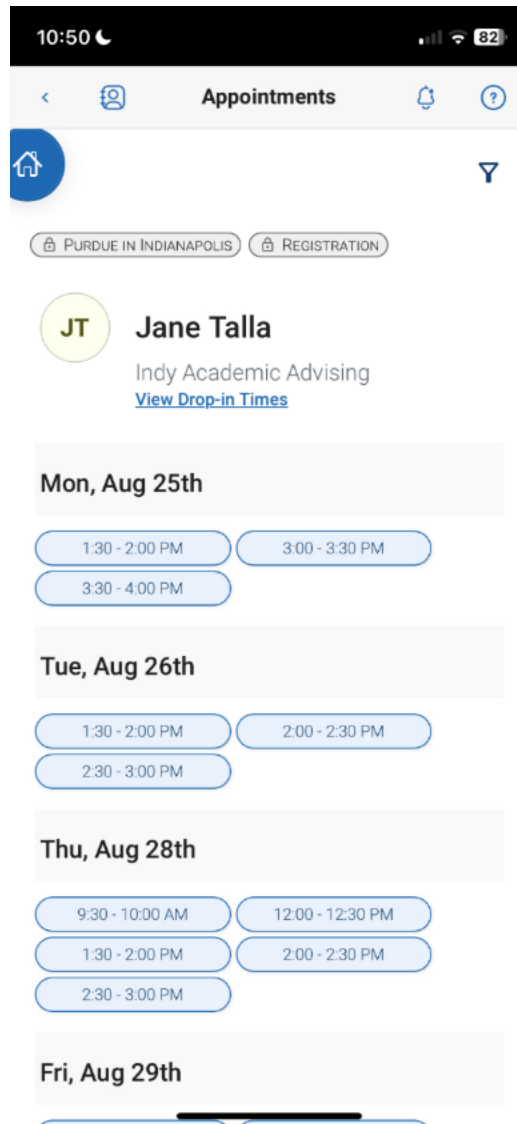
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- Click the appointment invitation.
- The details of the appointment invitation will appear.
- Click **Find Time Availabilities**.

Find Time Availabilities

- A selection of dates and times available will appear for you.



- Select a date and time that works for you.
- Review the information on this screen because there may be special instructions there.



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- You will be required to choose if you'd like to meet Virtually or In Person. If there is only one option, it will be pre-populated for you and you will not be able to change it.
- You can also enter your own comments and decide if you want email or text message reminders.
- Unless you uncheck the boxes, you will receive both email and text reminders for your appointment. If there is no cell phone listed or the number is incorrect, please update it here.
- The reminder email is sent out 24 hours before the appointment, and the text reminder is sent out one hour prior to the scheduled appointment.
- Once all the options are set, click **Schedule**.

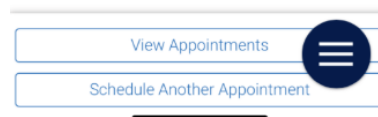
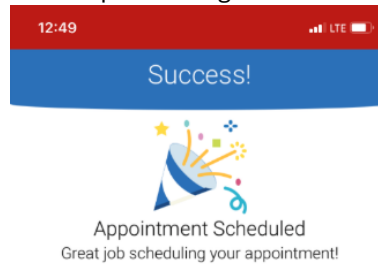
Schedule

- **Until you do this, your appointment has not been scheduled!** Your appointment has successfully been scheduled when you get the success message below and the option to View Appointments or Schedule Another Appointment.



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- After scheduling an appointment, the appointment shows in your My Appointments panel.

## Email Notification

- You will also get an email in your purdue.edu inbox when an appointment request has been sent to you.
- Click on the **Schedule an Appointment** link or cut and paste the address provided in the email into your browser.
- The steps to schedule will be the same as above.