

SAGE Student Scheduling Guide

1. After you log in at <http://sage.uga.edu>, you are greeted by this screen:

The screenshot shows the 'My Success Network' dashboard. At the top is a blue header with a hamburger menu icon and the text 'My Success Network'. Below the header is a light blue bar with a notification icon (a blue circle with a white '1') on the left and a dropdown arrow on the right. Underneath is a search bar with the placeholder text 'Search services and people' and a magnifying glass icon on the right. The main content area starts with the heading 'How can we help?'. Below this is the section 'Your Connections', which displays four user cards in a 2x2 grid. Each card includes a profile picture, the user's name, their title, and three blue dots on the right side. The users are: Sheila Devaney (Librarian for Terry College of Business), kathleen kern (Librarian for College of Environment and Design), Michael Merva (Coordinator - Franklin College Lower Division Advising), and Kristin Nielsen (College Specific Librarian, Major Specific Librarian). Below the connections is the section 'Your Services'.

2. Find your “Franklin Primary Advisor” and click on the dots to the right of their name:

This screenshot shows a close-up of the 'Your Connections' section. The heading 'How can we help?' is visible at the top left. Below it is the 'Your Connections' section, which lists two users: Sheila Devaney (Librarian for Terry College of Business) and Michael Merva (Coordinator - Franklin College Lower Division Advising). A context menu is open over the three blue dots next to Michael Merva's name, showing four options: 'Schedule', 'Email', 'Call', and 'View Profile'. A red box highlights the three blue dots on the right side of Michael Merva's card.

3. Click “Schedule” and on the following screen, click the arrow to the far right to reveal a choice of situations your advisor can help you with. Choose an option (usually “Clear for Registration”) and click “Continue” at the bottom:

(If you have the choice between different appointment types, “<College-Name> Appointment” will be the appointment where you are cleared to register. Any other type would be for follow-up questions.)

5. Choose your preferred appointment and click “Continue”:

(By default, SAGE is set up to show you appointments for once month out. If you don't see any appointments, trying changing the date range:

The screenshot shows the 'Schedule Appointment' interface. At the top, there is a blue header with a back arrow and the text 'Schedule Appointment'. Below the header is a profile picture of a man and the text 'What day and time works for you?'. A note states: 'The appointment times you see do not overlap with your already scheduled appointments.' The date range is set to '10-08-2020' to '11-07-2020', with a 'Show: All session types' dropdown menu. A calendar for 'October 2020' is displayed, with the 8th, 9th, and 10th highlighted. To the right of the calendar, there are two date headers: 'Friday, October 09' (2 available) and 'Monday, October 12' (1 available). Under 'Friday, October 09', there are two appointment options: '10:00 am - 11:00 am Remote Advising' (60m) and '3:00 pm - 4:00 pm Remote Advising' (60m). Under 'Monday, October 12', there is one appointment option: '2:00 pm - 3:00 pm Remote Advising' (60m). At the bottom left is a 'BACK' link and at the bottom right is a 'CONTINUE' button.

6. Double check everything on the next page, and if there is any additional information you want your advisor to know, type it in the box. (If you want to talk about anything besides classes for the next semester, please let your advisor know so they can research some resources for you before the appointment.)

The screenshot shows the 'Schedule Appointment' page with appointment details. At the top, there is a blue header with a menu icon and the text 'Schedule Appointment'. Below the header is a profile picture of Michael Merva and his name and title: 'Michael Merva, Academic Leadership, General Advisor, Primary Advisor'. The text 'Does this look correct?' is displayed. On the left, there are two sections: 'Date and Time' (Thursday, August 30, 1:45 pm - 2:30 pm) and 'Location' (301 Brooks Hall, Check in at front desk). On the right, there is a 'Reason for Visit' section with the text 'Clear for Registration' and a 'Change' link. Below this is a text input box with the prompt 'If you want, tell us a little bit about what's going on so we can help'. At the bottom left is a 'BACK' link and at the bottom right is a 'CONFIRM' button.

7. When you are done, click "Confirm." You have now scheduled your appointment!