HOW TO MAKE AN APPOINTMENT USING MAVTRACK

1. Log on to mavtrack.unomaha.edu and sign in using your UNO NetID (ex. jsmith) and NetID Password.

2. Scroll down to “My Success Network” on the bottom left of the page until you see your advisor(s). Click on “See available appointments” to browse available appointment times.
3. Beneath your name and image in the upper right-hand corner, use the arrows to find the date that you would like to schedule your appointment.

4. After finding a date/time that will work for you, click on the green plus sign to schedule an appointment.

5. An “Add Appointment” window will then appear where you can select a reason for the appointment, etc. When you are finished filling out the appointment information, click “Submit.”
6. Congratulations! You just scheduled an advising appointment. You should now see your name on the calendar in the time slot you selected.

You will receive a reminder e-mail before the scheduled appointment time.