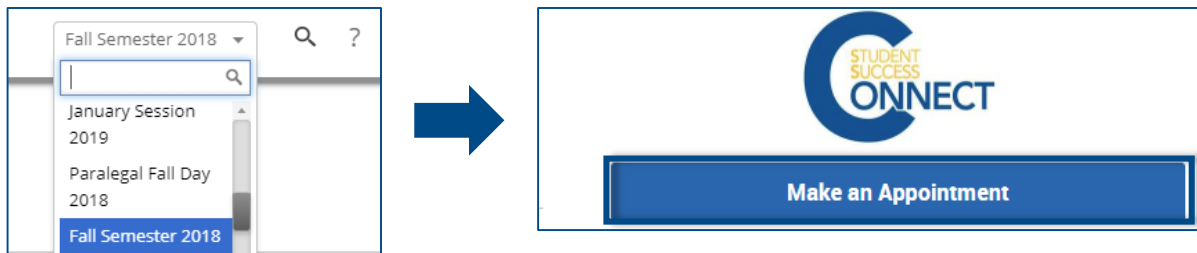


How To Sign Up for CAE's Small-Group Workshops

Center for Academic Excellence | 3rd Floor Axinn Library | (516) 463-2000 | cae@hofstra.edu

1. Log into **My.Hofstra.Edu** and click the **Student Success Connect** icon.
2. In Student Success Connect, set the **term** to the current semester, then click the **Make an Appointment** button.



3. Select **Center for Academic Excellence** as the appointment type.
4. Select your preferred workshop: **Time Management** or **Study Strategies** and click **Next**.

What type of appointment would you like to schedule?

Center for Academic Excellence

Choose from the following options and click Next.

Study Strategies Workshop

-- please choose one --

Study Strategies Workshop

Success Advising

Time Management Workshop

Next ►

5. Select **Center for Academic Excellence** under location.
6. Leave Staff Member blank and click **Next**.

What location do you prefer?

Center for Academic Excellence

Who would you like to meet with? You may choose more than one person.

Any Staff

If you don't have a preference, just click Next.

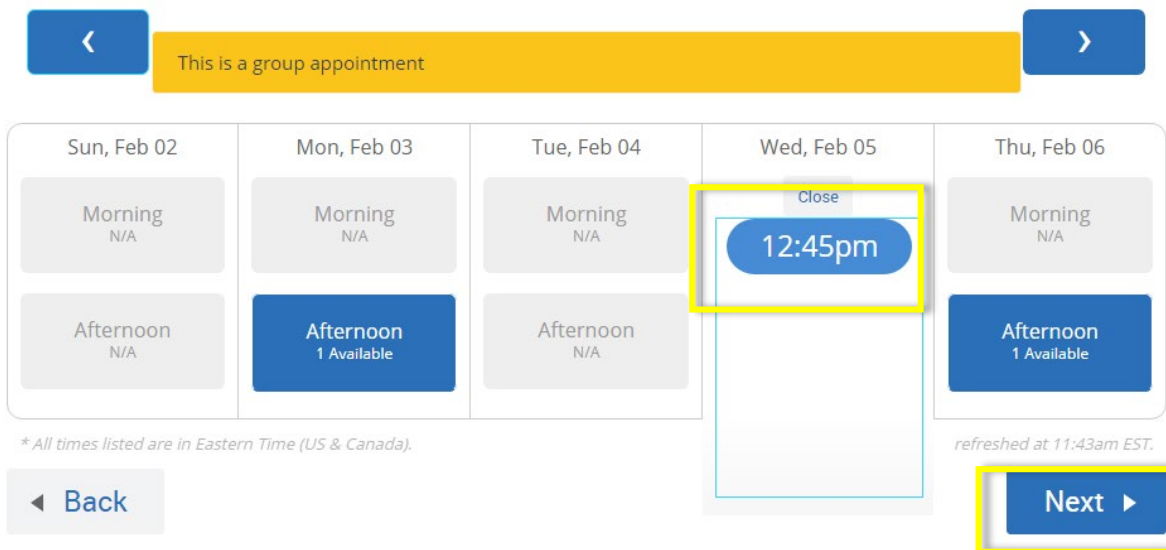
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8. Select an available **workshop time** and click **Next**.



This is a group appointment

Sun, Feb 02	Mon, Feb 03	Tue, Feb 04	Wed, Feb 05	Thu, Feb 06
Morning N/A	Morning N/A	Morning N/A	Close 12:45pm	Morning N/A
Afternoon N/A	Afternoon 1 Available	Afternoon N/A		Afternoon 1 Available

* All times listed are in Eastern Time (US & Canada). refreshed at 11:43am EST.

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9. Review the **details** and include any **comments** or questions you have for the workshop facilitator.

10. Select **Send Me an Email** and/or **Send Me a Text** to receive a reminder, and click **Confirm Appointment**.

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Willie Hofstra with Kate Hofstra

When: Wednesday, February 05
12:45pm - 1:30pm

Why: Time Management Workshop

Where: Center for Academic Excellence

Additional Details

Is there anything specific you would like to discuss?

Comments for your staff...

☒ Send Me an Email

☒ Send Me a Text

Please provide your mobile number

555-555-5555

◀ Back Confirm Appointment

11. Make sure you see the message below and check your **Hofstra Pride email** for your appointment confirmation.

Success! Your Appointment Has Been Created

Appointment Details

Who: Willie Hofstra with Kate Hofstra

What would you like to do now?

[Create Another Appointment](#)