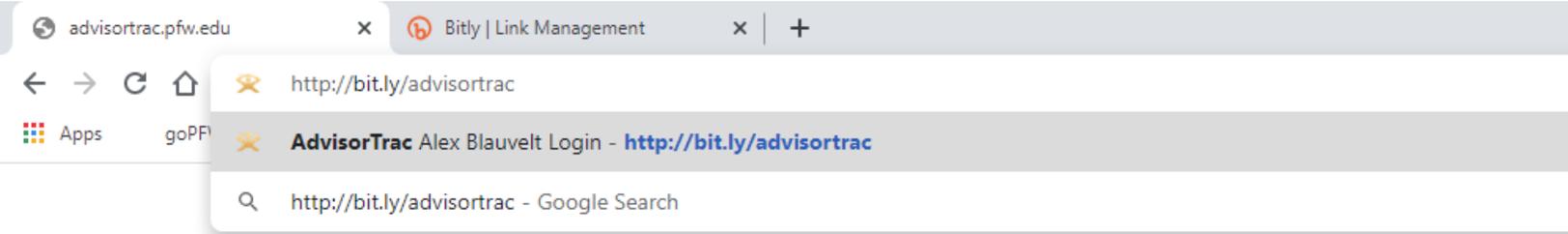
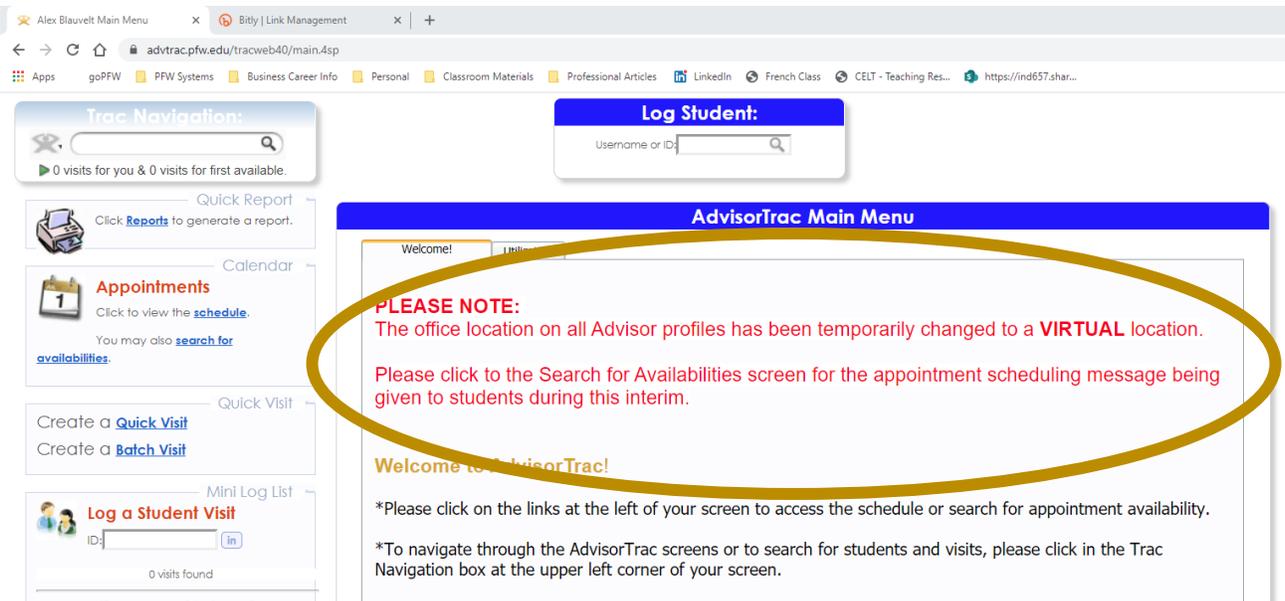


How to make an Advising Appointment through AdvisorTrac

1. Log into AdvisorTrac typing in this URL: <https://advtrac.pfw.edu/>



Note: Please see the Main Menu screen. All advising will be done virtually either through web conference one phone appointment.



2. To schedule an appointment, click on “Search for Availabilities” on the left side of your screen.

Alex Blauvelt Main Menu | Bitly | Link Management

advtrac.pfw.edu/tracweb40/main.4sp

Apps | goPFW | PFW Systems | Business Career Info | Personal | Classroom Materials | Professional Articles | LinkedIn | French Class | CELT

Trac Navigation:
0 visits for you & 0 visits for first available.

Quick Report
Click [Reports](#) to generate a report.

Calendar
Appointments
Click to view the [schedule](#).
You may also [search for availabilities](#).

Quick Visit
Create a [Quick Visit](#)
Create a [Batch Visit](#)

Mini Log List
Log a Student Visit
ID: [input] [in]
0 visits found

Log Student:
Username or ID: [input]

AdvisorTrac Main M

Welcome! | Utilization

PLEASE NOTE:
The office location on all Advisor profiles has been temporarily changed. Please click to the Search for Availabilities screen for the appointments given to students during this interim.

Welcome to AdvisorTrac!

*Please click on the links at the left of your screen to access the schedule.

*To navigate through the AdvisorTrac screens or to search for students, click on the Navigation box at the upper left corner of your screen.

3. Complete the following search criteria:

1. Student – type [Last Name, First Name]
2. Select Center – you will look for Business
3. Select Consultant if you have a preferred Consultant. We recommend leaving this section blank.
4. Choose your date range.
5. Choose your time frame and the days of the week.
6. Select “Search”

The screenshot shows a web browser window with the URL `advtrac.pfw.edu/tracweb40/searchAvail.4sp`. The page features a navigation bar with links for Apps, goPFW, PFW Systems, Business Career Info, Personal, Classroom Materials, and Professional Articles. A search bar is visible with the text "0 visits for you & 0 visits for first available".

The main search area is titled "Search Criteria:" and includes the following fields:

- Student: [Alex Christopher Blauvelt](#)
- Please select a Center:
- SELECT THE SEARCH OPTIONS:
- Consultant:
- From:
- To:
- Time:
- Days:
-

Key:

Enter the search criteria and click Search

IMPORTANT NOTICE:
Advising Appointments are moving to the **NOTES** section on the appointment page.

- If you would prefer a **PHONE** call
- If you prefer a **PHONE** call, please
- If you prefer a **VIDEO CHAT**, follow
- If you understand the health risks

Please contact your advising office

SEARCHING FOR AND SCHEDULING

1. Choose your advising **CENTER**.
2. Select an **ADVISOR**. To search for
3. Click **SEARCH**.
4. Appointment times will display in
5. Choose an available **ADVISOR** or
6. Choose an appointment **REASON**
7. Enter a pre-appointment **NOTE** to
8. Click **SAVE**.
9. Click on the **MAIN MENU** button in

An **Appointment Confirmation** e-mail
An **Appointment Reminder** e-mail will also be sent if you
A **Text Message** will also be sent if you

To **CANCEL** an appointment, log into office.

SEARCHING FOR DROP-IN TIMES:

1. Choose your advising **CENTER**.
2. Select an **ADVISOR**. To search for
3. Click **SEARCH**

PURDUE UNIVERSITY
FORT WAYNE
Purdue University Fort Wayne - AdvisorTrac2

4. Select the one (1) timeslot you would like to have your appointment.



by: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instru

Available Time Slots:				
Wed 4/22/2020	Thu 4/23/2020	Fri 4/24/2020	Mon 4/27/2020	Tue 4/28/2020
<p>Alex Blauvelt 260-481-6484 blaua01@pfw.edu 9:00 AM - 5:00 PM</p>	<p>Chadi Braish 260-481-6741 chadi.braish@pfw.edu 9:00 AM - 4:30 PM</p>	<p>Karin Casazza 260-481-6472 casazzak@pfw.edu 9:00 AM - 5:00 PM</p>	<p>Alex Blauvelt 260-481-6484 blaua01@pfw.edu 1:00 PM - 1:30 PM 1:45 PM - 2:15 PM 2:30 PM - 3:00 PM 3:15 PM - 3:45 PM 4:00 PM - 4:30 PM</p>	<p>Alex Blauvelt 260-481-6484 blaua01@pfw.edu 1:00 PM - 1:30 PM 1:45 PM - 2:15 PM 2:30 PM - 3:00 PM 3:15 PM - 3:45 PM 4:00 PM - 4:30 PM</p>
<p>Chadi Braish 260-481-6741 chadi.braish@pfw.edu 9:00 AM - 4:30 PM</p>	<p>Karin Casazza 260-481-6472 casazzak@pfw.edu 9:00 AM - 3:30 PM</p>	<p>Alex Blauvelt 260-481-6484 blaua01@pfw.edu 9:00 AM - 5:00 PM</p>		
<p>Karin Casazza 260-481-6472 casazzak@pfw.edu 9:00 AM - 5:00 PM</p>	<p>Alex Blauvelt 260-481-6484 blaua01@pfw.edu 9:00 AM - 12:00 PM 1:00 PM - 5:00 PM</p>	<p>Chadi Braish 260-481-6741 chadi.braish@pfw.edu 9:00 AM - 11:00 AM 12:00 PM - 4:30 PM</p>		

5. Complete the appointment entry with the following information:

1. For an online web conference appointment:

1. Reason: Advising: General
2. Notes: Discuss courses for fall 2020 semester. Meet on the web.
3. Click "Save".

Mail - Alex Blauvelt - Outlook x Meeting | Microsoft Teams x +

Classroom Materials Professional Articles LinkedIn French Class CELT - Teaching Res... https://ind657.shar...

Appointments Entry

Student: Carly Huth
900-246862 huthcr01@pfw.edu
260-414-6692

Staff: Alex Blauvelt
260-481-6484

Appointment Info

Center: Business Location: VIRTUAL via Phone or Vid

Reason: Advising: General Status:

Date: 3/19/2020 Time: 2:30 PM To: 3:00 PM

Notes: Discuss courses for fall 2020 semester.
Meet on the web.

Created 00/00/00 at 00:00:00 by
Modified 00/00/00 at 00:00:00 by

Save Automatically create the visit when this appointment is saved.
 Override and send confirmation when this appointment is saved.

2. For an online web conference appointment

1. Reason: Advising: General
2. Notes: Discus courses for fall 2020 semester. Meet via phone number: [insert your phone number].
3. Click "Save".

Mail - Alex Blauvelt - Outlook x Meeting | Microsoft Teams x +

Classroom Materials Professional Articles LinkedIn French Class CELT - Teaching Res... https://ind657.shar...

Appointments Entry

Student: Carly Huth
900-246862 huthcr01@pfw.edu
260-414-6692

Staff: Alex Blauvelt
260-481-6484

Appointment Info

Center: Business Location: VIRTUAL via Phone or Vid

Reason: Advising: General Status:

Date: 3/19/2020 Time: 2:30 PM To: 3:00 PM

Notes: Discus courses for fall 2020 semester.
Meet via phone number: [insert your phone number].

Created 00/00/00 at 00:00:00 by
Modified 00/00/00 at 00:00:00 by

Save Automatically create the visit when this appointment is saved.
 Override and send confirmation when this appointment is saved.

6. For students who ask for a web meeting. Advisors will set up virtual appointments. To access the virtual appointments, you MUST be on your PFW email account. Follow these steps to access your meeting:

1. Advisors will create a meeting request that will go straight to your email inbox.
2. Click on the message and select “Join Microsoft Teams Meeting”.
3. Select “Join on the web instead”
4. Allow your camera and microphone to be used.
5. Type in your first and last name and click on “Join Now”.
6. Voila! You are now in a meeting with an advisor. See the second image for an example.

