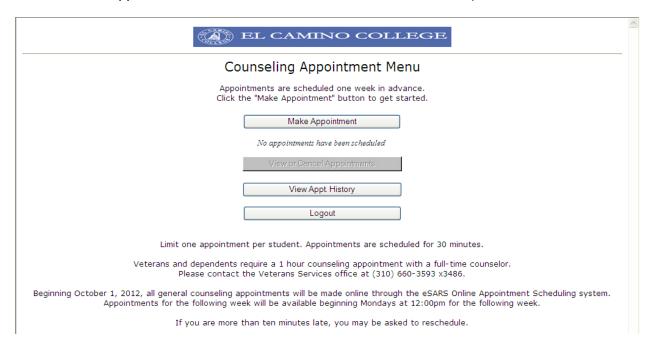
## **Scheduling Appointments Online**

- 1. Log in to your MyECC account
- 2. Under Web Services, click on Online Counseling Appointments
- 3. New page asking you to log in again, use your ECC username and password
- 4. Click on "Make Appointment" on the Next Screen which will look similar to picture below



5. You'll select your major on the next screen (make sure you scroll down for more options) and click "Continue"



6. For best availability, leave the day of week, start and end times, and counselor name as is, however, if you want to meet with a specific counselor, you can select their Counselor Name and click on "Find Appointments"

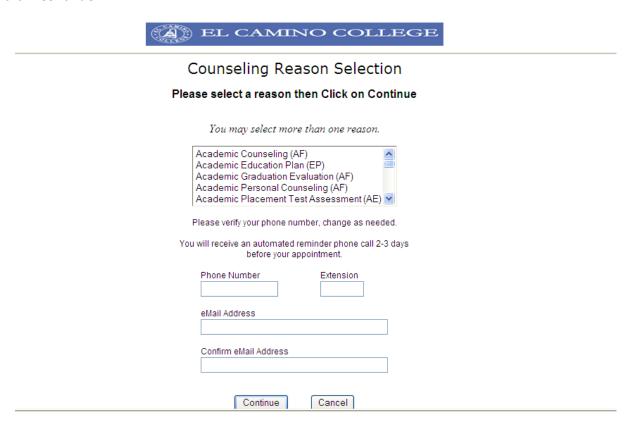


## **Scheduling Appointments Online**

7. Click on "Select" based on your availability and choice



8. Select your reason(s) for wanting to meet with the counselor, update your contact information as needed, and click "Continue"



9. You have successfully scheduled your appointment to meet with a counselor, in person, on the following date and time



an on Monday, October 08, 2012 at 12:50 F.M.

in Room: SSC 104 J

The Counseling Office is located on the first floor of the Student Services Center

What to bring to your counseling appointment:

- Copies of unofficial transcripts (ECC and/or other colleges you have attended)
- Placement test scores and Online orientation completion page (NEW TO COLLEGE STUDENTS ONLY)
- List of questions/concerns to discuss with your counselor.