

ISSSO APPOINTMENT SCHEDULER SYSTEM: STUDENT VIEW

1. Visit "<http://my.uh.edu>" and sign in using your PeopleSoft ID and password.



User ID:

(User ID is your 7-digit ID Number)

Password:

[Request A New Password](#)

[Request My User ID](#)

What Browsers are Supported?

- Internet Explorer 8 (recommended IE version)
- Internet Explorer 7*
- Firefox 3.5
- Firefox 3.6
- Safari 3.1
- Safari 3.2
- Safari 4

* Internet Explorer users are strongly encouraged to upgrade to Internet Explorer 8.

Is your browser not listed? [More information can be found at this article.](#)




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2. Click on the "UH Self-Service" on the left menu.

UNIVERSITY OF HOUSTON SYSTEM Home | Sign Out

Sat, Aug 20, 11 11:02 AM

 [P.A.S.S. Site](#)
Employee - People Advantage Self Service

 [UH Self-Service](#)
University of Houston Student Self Service

Welcome to the University of Houston System Portal!

Use this portal to access varied self-service functions within the UHS system.

This is your 'Home' page, providing access to specific content based on your status as applicant, student, faculty, or staff. To the left are one or more links to sites within the portal. From these sites you can access your records. Click the "Home" link to return to this page.

Required Privacy Notice: State law requires UHS to inform you of your privacy rights and tell you what data about you is collected including information collected by non-obvious means. Students, you may check your Campus Personal Information>Privacy Settings to review your privacy rights and settings.

Supported Browsers

What Browsers are Supported?

- Internet Explorer 7* and 8
- Firefox 3.5 and 3.6
- Safari 3.1, 3.2 and 4

* Internet Explorer users are strongly encouraged to upgrade to Internet Explorer 8.

Is your browser not listed? [More information can be found at this article.](#)

3. Click on "Advising" on the left menu.

UNIVERSITY of HOUSTON Get Help | Feedback | Home | Sign Out

Sat, Aug 20, 11

Menu

- ▷ **Advising**
- ▷ Academic Records
- ▷ Campus Personal Information
- ▷ Apply for Graduation
- ▷ Enrollment
- ▷ Financial Aid
- ▷ Student Admission
- ▷ Student Financials
- ▷ Transfer Credit
- ▷ Housing Information
- [Student Center](#)
- [Password Reset/Setup](#)
- [ACS Website](#)
- [Self Service Home](#)

Student Announcements

The following links open in a new window.

- [ANNOUNCEMENT: Fall 2011 Tuition and Fee Payments Due by August 10](#)

Welcome to UH Self-Service!




UH Self-Service will be your connection to managing your university services from anywhere!

The University of Houston may be using email to communicate to you as additional functionality becomes available.

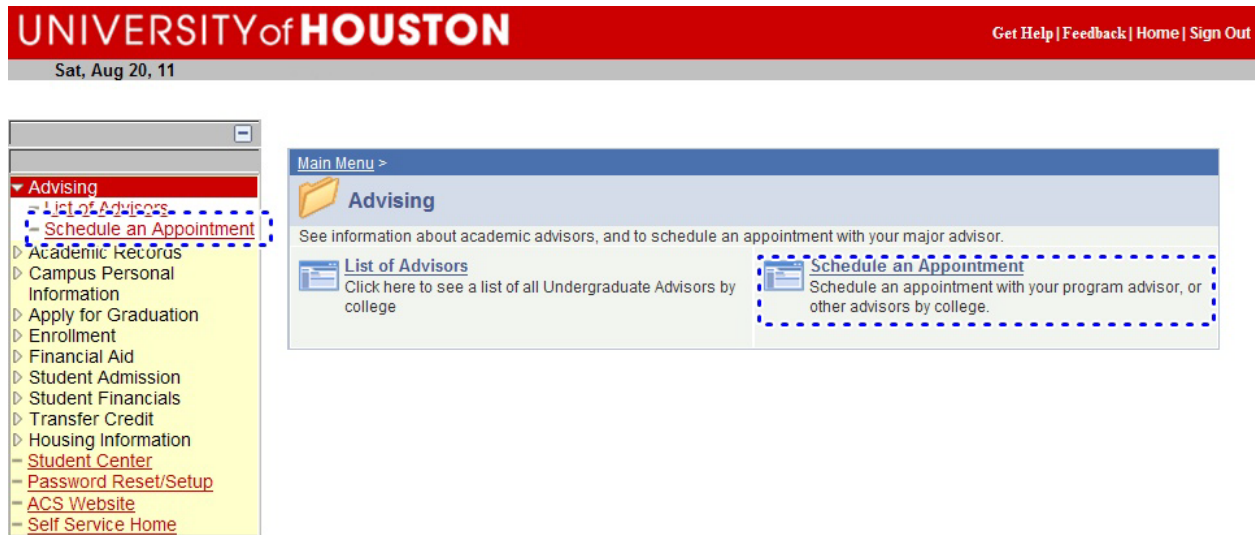
Students, to ensure that you receive future communications, please verify that your forwarding email address is correct by navigating to Campus Personal Information.

Faculty, be sure that your email address is updated in P.A.S.S.

Student Services

 Student Center Use the student center to manage school related activities.	 Academic Records View grades and advisors and request transcripts and verification reports.	 Campus Personal Information Maintain your personal information and review holds and to dos pending to your record.
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4. Click on “Schedule an Appointment” on the left menu or on the middle menu.



5. Navigate to the ISSSO tab and click on the “Schedule Appointment with My Advisor” button.



6. A listing of ISSSO advisors appears. The “Select Advisor” button appears next to those with appointments available to see students. Select the Advisor you wish to schedule an appointment with.

[New Window](#) | [Help](#) | [Customize Page](#) | 

ISSSO | **My Appointment**

Student Information

Name Joe Cougar **Student ID** 1234567

Visa Type F1


SEVIS ID N0000000000 **SEVIS Status** ACTIVE


SEVIS Start Date 8/22/2011 **SEVIS End Date** 12/18/2015


Career GRAD Graduate


[Schedule Appointment with My Advisor](#)

ISSSO is designing a new way for international students to schedule appointments. During this transition, the data you see displayed may differ from your current immigration information.

**Name** Jin Zhang
Email jzhang20@central.uh.edu
Phone 713/743-5065
Building Name 524
Room Number 302
[Select Advisor](#)

**Name** Ida Thompson
Email ithompo@central.uh.edu
Phone 713/743-5065
Building Name 524
Room Number 302
[Select Advisor](#)

**Name** Amanda Majure
Email amajure@central.uh.edu
Phone 713/743-5065
Building Name 524
Room Number 302
[Select Advisor](#)

**Name** Grace Semple-Paul
Email gpsemple@central.uh.edu
Phone
Building Name 524
Room Number 302
[Select Advisor](#)

7. Notice a calendar opens showing available appointments with the selected advisor. Click on the hyper-linked time when you prefer to attend an appointment.

Notice the green [47] next to Friday, September 30, 2011 at 1:30 p.m. That means there are 47 seats remaining available for this appointment slot.

Appointment Calendar

Advisor Name Amanda Majure

September 2011

Today's Date 08/20/2011

- Blue: Available appointments
- Red: Appointment scheduled during this time
- Black: Past appointments

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				September 01	September 02	September 03
September 04	September 05	September 06	September 07	September 08	September 09	September 10
September 11	September 12	September 13	September 14	September 15	September 16	September 17
	10:30 AM 11:00 AM 11:30 AM		10:00 AM 10:30 AM 11:00 AM 11:30 AM		10:00 AM 10:30 AM 11:00 AM 11:30 AM	
September 18	September 19	September 20	September 21	September 22	September 23	September 24
	10:00 AM 10:30 AM 11:00 AM 11:30 AM		10:00 AM 10:30 AM 11:00 AM 11:30 AM		10:00 AM 10:30 AM 11:00 AM 11:30 AM	
September 25	September 26	September 27	September 28	September 29	September 30	
	10:00 AM 10:30 AM 11:00 AM 11:30 AM		10:00 AM 10:30 AM 11:00 AM 11:30 AM		10:00 AM 10:30 AM 11:00 AM 11:30 AM 1:30 PM [47]	

8. Enter a brief note explaining the purpose for the appointment. Examples include: “discuss my upcoming graduation”, “I want to drop a class”, or “discuss employment options and changing my visa”. After entering your comments, click on the “Confirm Appointment” button.

My Appointment

You cannot schedule a same day appointment after 7 AM. Contact your advisor if further assistance is needed.

Details of your Appointment request are shown below

Advisor Name	Amanda Majure		
Appointment Date	09/16/2011		
Appointment Time	10:00 AM	Duration	30 Min
Building Name	524	Room Number	302
Appointment Reason	<input type="text" value="I have a question about my complicated immigration issue."/>		
	Above box can only take 200 characters		
	<input type="button" value="Confirm Appointment"/> <input type="button" value="Do Not Confirm Appointment"/>		

9. Click on the "OK" button to make your appointment



10. The appointment now shows on your "My Appointment" tab.

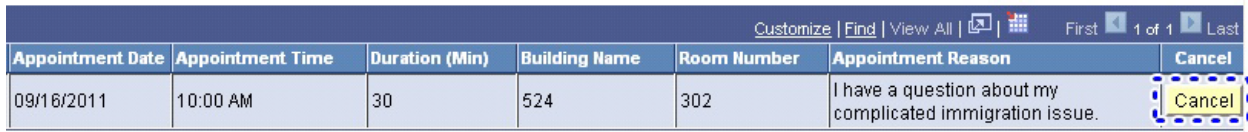
ISSSO My Appointment

Institution	Advisor Name	Advisor Phone	Advisor Email	Appointment Date	Appointment Time	Duration (Min)	Building Name	Room Number	Appointment
1 00730	Amanda Majure	713/743-5074	amajure@central.uh.edu	09/16/2011	10:00 AM	30	524	302	I have a que immigration

11. You will also receive a confirmation email of your appointment.



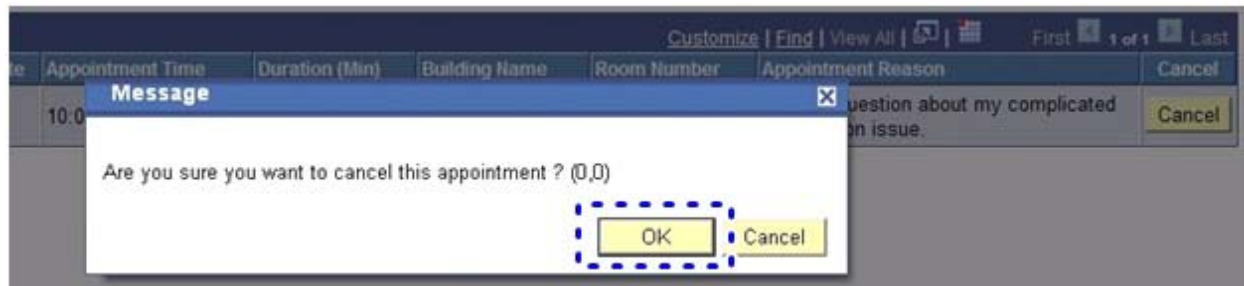
12. If you need to cancel your appointment, you can do so up to 24-hours in advance by clicking on the "CANCEL" button. This will also remove the appointment from your "My Appointment" tab.



A screenshot of a web application interface showing a table of appointments. The table has columns for Appointment Date, Appointment Time, Duration (Min), Building Name, Room Number, Appointment Reason, and Cancel. The first row contains the following data: 09/16/2011, 10:00 AM, 30, 524, 302, I have a question about my complicated immigration issue. The 'Cancel' button in the first row is highlighted with a dashed blue border.



Appointment Date	Appointment Time	Duration (Min)	Building Name	Room Number	Appointment Reason	Cancel
09/16/2011	10:00 AM	30	524	302	I have a question about my complicated immigration issue.	Cancel

13. Click on the "OK" button to cancel your appointment.






14. You will receive a cancellation email of your appointment.

Cancelled: Appointment cancelled by Student  | X Inbx

  @gmail.com

This e-mail is to notify cancellation of your appointment.

Student Name :
Advisor Name : Amanda Majure
Student ID : 
Appointment Date : Friday, Sep 16, 2011
Start Time : 10:00 AM Duration : 30 min
Location : ISSSO

Thank You
Advisor Name : Amanda Majure
Phone : 713/743-
Email : @central.uh.edu