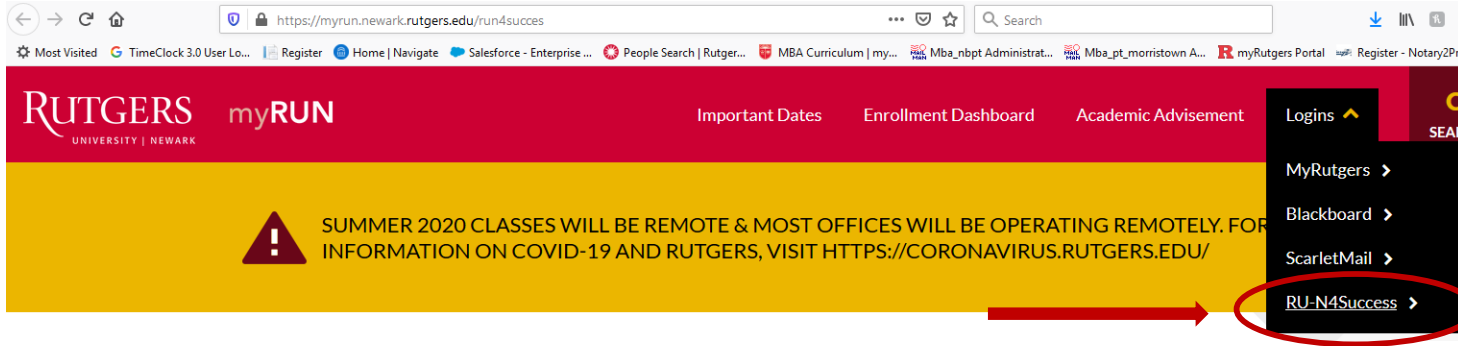
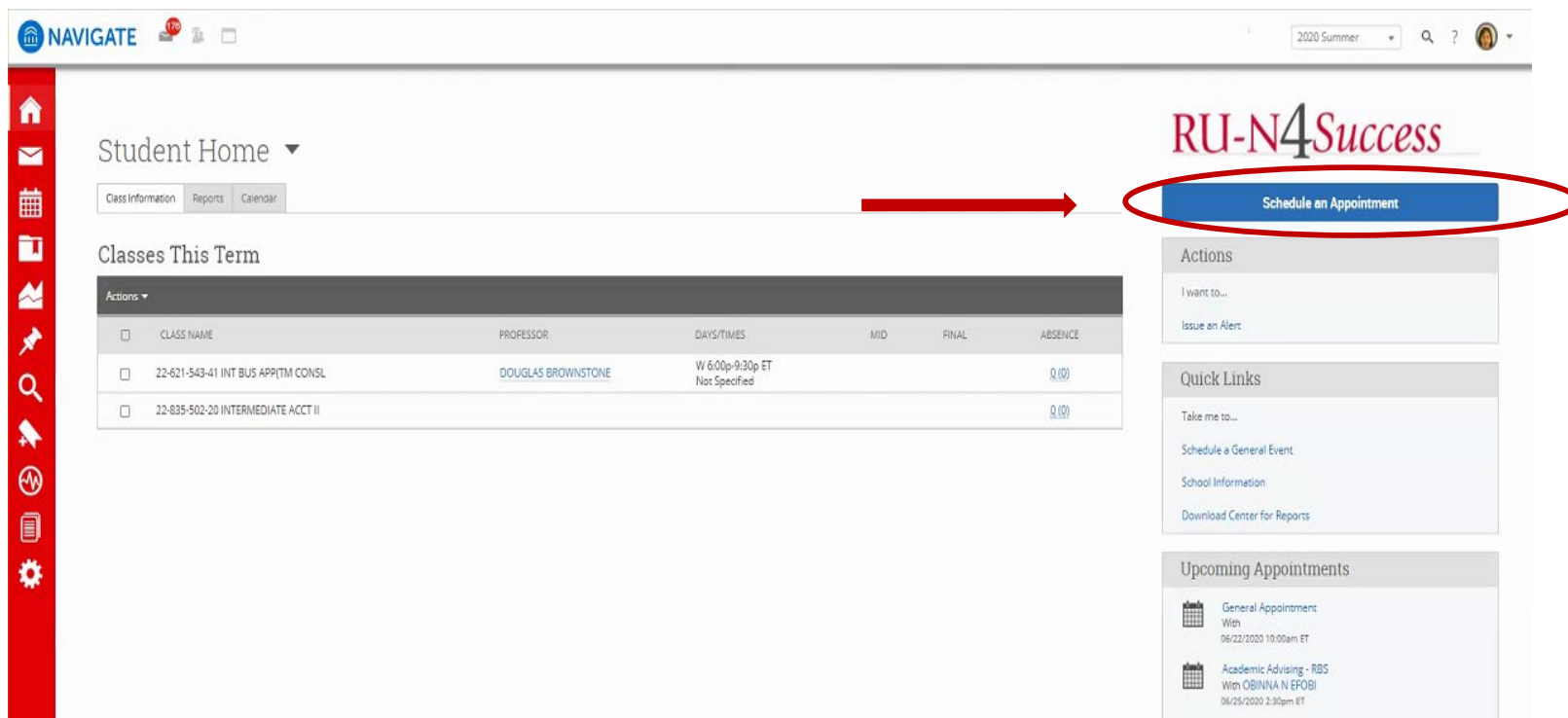


RU-N4Success – Scheduling an Appointment – Procedures

1. Login to RU-N4Success using your Netid and Password: <https://myrun.newark.rutgers.edu/run4succes>



2. Click on “Schedule an Appointment”



3. On the next screen, use the drop-down box to choose the “type of appointment” you would like to schedule.

RU-N4Success – Scheduling an Appointment – Procedures

NAVIGATE 2020 Summer

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What type of appointment would you like to schedule?

-- please choose one --

4. Choose “Graduate Student Services” from the drop-down box.

NAVIGATE 2020 Summer

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What type of appointment would you like to schedule?

Graduate Student Services

To help you find a time, please tell us why you'd like to see someone.

-- please choose one --

5. “To help you find a time, please tell us why you’d like to see someone” → Choose “RBS Graduate Advising – MBA”

RU-N4Success – Scheduling an Appointment – Procedures

NAVIGATE 2020 Summer

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What type of appointment would you like to schedule?

Graduate Student Services

To help you find a time, please tell us why you'd like to see someone.

RBS Graduate Advising - MBA

Choose from the following options and click Next.

-- please choose one --

- From the “Choose from the following options and click Next” drop-down box, you will choose your program and your affiliate campus. For Example “MBA (part-time) – New Brunswick Advising or Rutgers Business School- Newark depending on your declared campus selected during orientation with admissions. (If you need to change this at any time, please contact your advisor.)

NAVIGATE 2020 Summer

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What type of appointment would you like to schedule?

Graduate Student Services

To help you find a time, please tell us why you'd like to see someone.

RBS Graduate Advising - MBA

Choose from the following options and click Next.

-- please choose one --

-- please choose one --

Executive MBA (EMBA) Advising

MBA (Full-time) - Newark Advising

MBA (Part-time) - New Brunswick Advising

MBA (Part-time) - Newark Advising

- From the “What location do you prefer” drop-down box, in the New Brunswick location, you only have one choice. For example, please choose “Rutgers Business School – 100 Rockefeller Rd – New Brunswick.”

RU-N4Success – Scheduling an Appointment – Procedures

NAVIGATE 2020 Summer

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What location do you prefer?

- please choose one --
- please choose one --
- Rutgers Business School * 100 Rockefeller Rd * New Brunswick
- Rutgers Business School * 100 Rockefeller Rd * New Brunswick

Next

8. Please choose the person you would like to meet with from the next drop-down box.

Please select the correct advisor: Newark Students: Jillian Ryan New Brunswick Students: Kathleen Price

NAVIGATE 2020 Summer

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What location do you prefer?

Rutgers Business School * 100 Rocka...

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

- PRICE, KATHLEEN
- CONROY, JULIA

Back Next

RU-N4Success – Scheduling an Appointment – Procedures

9. The available days are highlighted in blue. Click on the blue options to see the available times. Once a time is chosen, click “Next”

The screenshot shows the 'Schedule Appointment' interface. At the top, it says 'Times From June 18 To June 22'. Below this is a calendar grid with columns for each day from Thursday, June 18 to Monday, June 22. Each day has two time slots: 'Morning' and 'Afternoon'. The 'Afternoon' slot for Friday, June 19 is highlighted in blue and contains the text 'Afternoon 5 Available'. This slot is circled in red, and a red arrow points to it from the left. The 'Next' button at the bottom right is also circled in red, with a red arrow pointing to it from the left. A 'Back' button is visible at the bottom left of the calendar area.

10. An appointment will not be scheduled until you click the blue, “Confirm Appointment” button.

The screenshot shows the 'Schedule Appointment' page with appointment details. At the top, a yellow message box contains the text: 'Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.' A red arrow points to this message box. Below the message box, the 'Appointment Details' section is displayed. It includes the following information: 'Who: [redacted] with KATHLEEN PRICE', 'When: Friday, June 19 1:00pm - 1:30pm ET', 'Why: MBA (Part-time) - New Brunswick Advising', and 'Where: Rutgers Business School * 100 Rockefeller Rd * New Brunswick'. Below this is the 'Additional Details' section, which includes a WebEx link: 'https://rutgers.webex.com/meet/kmp249' and a note: 'All meetings will be held via WebEx at the link above.' At the bottom, there is a section for 'Is there anything specific you would like to discuss with KATHLEEN?' with checkboxes for 'Send Me an Email' and 'Send Me a Text', both of which are checked. There is also a text input field for 'Comments for your staff...' and a 'Phone Number' input field. At the bottom right, the 'Confirm Appointment' button is highlighted with a red box, and a red arrow points to it from the left.