1. Login to RU-N4Success using your Netid and Password: [https://myrun.newark.rutgers.edu/run4success](https://myrun.newark.rutgers.edu/run4success)

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

5. “To help you find a time, please tell us why you’d like to see someone”→ Choose “RBS Graduate Advising – MBA”
6. 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.)

7. 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 Rockafeller Rd – New Brunswick.”
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
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.”

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