Step 1: Log into your TSC account with your DH username and password.

Step 2: On the home page, on the top right of your class schedule, click on the box that says, “Schedule Tutoring or Advising Appointment”.

Step 3: On the Schedule Appointment page, click the drop-down menu and select “Advising”.

Step 4: Once you have selected “Advising”, Click on the second drop down menu and select “Online Academic Advising”.
Step 5: Select “Online: Encounter to Excellence (ETE)”, then click next. Your ETE advisor has been assigned to you and will receive your booking confirmation.

![ScheduleAppointment](image)

No need to select Advisor

Step 6: Select a date and time that suits your availability.

![ScheduleAppointment](image)

If you do not see availability for your course OR if you need to request an accommodation select ‘Request Appointment’ (see Step 6a).
Step 6a: Request Appointment Form. Write down your request or accommodation. Then click “Next”.

Step 6b: Review your request and select “Send Request” to submit. An ETE team member will follow up with you shortly. Please allow 48 hours for a response.
Step 7: If you were successful in finding availability, review your appointment information. Check off your preference for reminder email and/or text.

**NOTE:** This is NOT your appointment confirmation! You must scroll down to the bottom of the page and select “Confirm Appointment” to confirm your appointment.

Step 8: Check your Toro-mail you will receive an E-mail confirmation of your appointment with the information above.

Prior to your appointment: Review the e-mail for additional details from your advisor. This will help you prepare for your academic advising appointment. The URL link for the Online Zoom meeting will be provided in your confirmation e-mail. You will click on that link on the day and time of your appointment.