Quick Reference for
Krannert School of Management Students

Requesting an Appointment with your Krannert Academic Advisor

1. Login in to BoilerConnect (https://purdue.campus.eab.com) using your Purdue career account username and password.

2. On the far right side of your Student Home page, click on the blue Get Advising or Make Appointment button.

3. On the Schedule Advising Appointment page, select why you would like to meet with an Academic Advisor. From the drop down menu, select a reason type.
4. In the next drop down box, provide additional details regarding the reason for your request.

5. Click on the blue **Next** button.

6. From the drop down box, select the location you prefer (*for us it is the Krannert School of Management Advising Office*). Note, this should automatically be populated with the location of your assigned Academic Advisor. This example shows what it would look like for a student in the College of Health and Human Sciences:
7. Select your Academic Advisor from the drop down box. It should automatically populate:

![Drop down box for advisor selection]

8. Select the Appointment Time. If none of the available times for the week being displayed will work with your schedule, click on the arrow in the blue icon to move to the next week’s list of available times.

![Appointment times this week]

9. To schedule the time, click on any of the buttons directly under the date column for the date you would like to schedule the appointment for. A drop down box will appear that will give you the list of available times.

![Appointment times selection]

10. Highlight the time you would like to schedule for the appointment, then click Next.

If you cannot find a time that works, your Academic Advisor might have a Drop-In time available, so click on the “View Walk-in Times” button in the yellow section of the screen. If it does not appear, then your Academic Advisor does not have a Drop-In time available. Some advisors may have drop-in times for Non-Krannert students only. Please keep this in mind when looking at walk-in times.

11. On the Schedule Advising Appointment page, review the Appointment Details. If there is anything else you would like to include in order to help your Academic Advisor prepare for your appointment, enter it in the Additional Details box. This example shows what it would look like for a student setting up an appointment with a College of Health and Human sciences advisor:
12. You can request a reminder email or text to be sent to you by clicking on one of the two reminder buttons.

13. Click on **Confirm Appointment**.

BoilerConnect will send you a confirmation email or text confirming your appointment. It will also send you an Email reminder the morning of the appointment or a text Message reminder one hour prior to the appointment.

14. Your appointment will now appear on your **Student Home page** under the **Upcoming Appointments** section on the right side of the screen.