SSC Student Portal Guide

Step 1: Log into MyNKU, go to "Academics" tab and click "SSC" link (nku.campus.eab.com)

NKU										
	ory Favorites Vi	ew Help								
Student Self-Service	Financial Aid	Biller Direct	Academic Advising	Student Administration	Financial Aid View of Student	Employee Self-Service	SAP GUI	Business Explorer	Norse Alert	Universal Worklist
My Info My Records	Academics	Additional Servic	es							
Overview. Online Registration SSC My Class Schedule Book Orders Apply for Graduation Program Change/Declarat	 Student So tion 	If-Service > Aci	ademics > Overview	Stud	ent Self-Service - A ne Registration	cademics				+
				My C	Class Schedule					+
				Арр	ly for Graduation					+
				Воо	k Orders					+
				Prog	gram Change/Declaratio	on				+

Step 2: On the SSC home page, click on "Get Advising".

Studer	nt Home			NKU NORTHERI KENTUCK
Class Information	Reports Calendar Sen	Message		Get Advising
Actions 🕶				Quick Links
D	NAME	REL	ATIONSHIP	Take me to
		Adv	isor	School Information
		Pro	fessor [Comparative Politics - AH]	
0		Pra	fessor (Warld History since 1500)	Upcoming Appointments
		Pro	fessor [Introduction to Education]	You have no upcoming appointments.
		Pro	fessor (Human Growth and Development)	
		Pro	fessor (Introduction to Sociology - S8)	

Step 3: Choose the purpose of the appointment on the "Reason" menu and select your advisor.

nte	rs						Select An Advisor
eason	:? ents:					<u>`</u>	SELECT ADVISOR AVAILABLE TIMES Image: Comparing the second secon
							Save Appointment Cancel
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Step 4: Select a date on the calendar to view your advisor's availability. Locate an available time slot (indicated by a green box), and select it. Click "Save Appointment".

-	2													
Reason	n: '						SELECT	ADVISOR	AVAILABLE	TIMES				
ACIVIS	sing					•	۲		Mon-Fri 9:1	00am-4:00pm (Feb	ruary 13, 2018 - May 4, 2	018)		
Lomm	ents:								Campaign	is only.Monen's	tooann-4.00pm (spring 20	117-2016)		
							Choose A Time To	o Meet						
	?													
.ocatii	on: · k vour fA	nnoint	mont Ni	otificat	ionlen	aail for a								
locat	ion for th	nis appo	pintmen	it.	ion j en		TIME SLOT	02/11 (SUN)	02/12 (MDN)	02/13 (TUE)	02/14 (WED)	02/15 (THU)	02/16 (FRI)	02) (54
elect	a Date:						8:00a-8:30a		BUSY	BUSY	BUSY	BUSY	BUSY	
0		Feb	iruary 21	018		0	8:30a-9:00a		BUSY	BUSY	BUSY	BUSY	BUSY	
Su	Mo	Tu	We	Th	Fr	Sa	9:00a-9:30a		CONFLICTS		CONFLICTS			
				1	2	2	9:30a-10:00a		CONFLICTS		CONFLICTS			
					-	-	10:00a-10:30a		CONFLICTS		CONFLICTS		CONFLICTS	
4	5	6	7	8	9	10	10:30a-11:00a		CONFLICTS		CONFLICTS		CONFLICTS	
11	12	13	14	15	16	17	11:00a-11:30a		BUSY					
18	19	20	21	22	23	24	11:30a-12:00p		BUSY					
25	26	27	28				12:00p-12:30p		CONFLICTS	BUSY	CONFLICTS	BUSY	CONFLICTS	
							12:30p-1:00p		CONFLICTS	BUSY	CONFLICTS	BUSY	CONFLICTS	
							1:00p-1:30p			•				
len	ninder	s					1:30p-2:00p			•				
		1	. 2				2,000 2,200							

Step 5: You will receive a confirmation e-mail with the appointment information. Check the "Additional Details" section for appointment location and/or information your advisor wants you to know prior to your appointment.

Organizer:	
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Type: Advi	ang Appointment
Topic: Adv	sing
Comments	:
Location:	lorse Advising Center
Date of Ap	pointment: Feb 15 2018