

## SSC Student Portal Guide

**Step 1:** Log into MyNKU, go to “Academics” tab and click “SSC” link ([nku.campus.eab.com](http://nku.campus.eab.com))

Student Self-Service - Academics

- Online Registration +
- SSC +
- My Class Schedule +
- Apply for Graduation +
- Book Orders +
- Program Change/Declaration +

**Step 2:** On the SSC home page, click on “Get Advising”.

Student Home

Class Information Reports Calendar Send a Message

Actions

NAME	RELATIONSHIP
	Advisor
	Professor (Comparative Politics - AH)
	Professor (World History since 1500)
	Professor (Introduction to Education)
	Professor (Human Growth and Development)
	Professor (Introduction to Sociology - SB)

Get Advising

Quick Links

- Take me to...
- School Information

Upcoming Appointments

You have no upcoming appointments.

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

Filters

Reason?

Comments:

Location?

Check your [Appointment Notification] email for a location for this appointment.

Select a Date:

January 2018

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Select An Advisor

SELECT	ADVISOR	AVAILABLE TIMES
<input type="radio"/>		Mon-Fri 9:00am-4:00pm (February 13, 2018 - May 4, 2018) <b>Campaigns Only:</b> Mon-Fri 9:00am-4:00pm (Spring 2017-2018)

Save Appointment Cancel

**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”.

Reasons?  
Advising

Comments:

Location:?  
Check your [Appointment Notification] email for a location for this appointment.

Select a Date:  
February 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Reminders  
 Send an email reminder?  
Your administrator has disabled automatic text reminders.

SELECT	ADVISOR	AVAILABLE TIMES
<input checked="" type="radio"/>	[Redacted]	Mon-Fri 9:00am-4:00pm (February 13, 2018 - May 4, 2018) <b>Campaigns Only:</b> Mon-Fri 9:00am-4:00pm (Spring 2017-2018)

Choose A Time To Meet

TIME SLOT	02/11 (SUN)	02/12 (MON)	02/13 (TUE)	02/14 (WED)	02/15 (THU)	02/16 (FRI)	02/17 (SAT)
8:00a-8:30a		BUSY	BUSY	BUSY	BUSY	BUSY	
8:30a-9:00a		BUSY	BUSY	BUSY	BUSY	BUSY	
9:00a-9:30a		CONFLICTS	•	CONFLICTS	•	•	
9:30a-10:00a		CONFLICTS	•	CONFLICTS	•	•	
10:00a-10:30a		CONFLICTS	•	CONFLICTS	•	CONFLICTS	
10:30a-11:00a		CONFLICTS	•	CONFLICTS	•	CONFLICTS	
11:00a-11:30a		BUSY	•	•	•	•	
11:30a-12:00p		BUSY	•	•	•	•	
12:00p-12:30p		CONFLICTS	BUSY	CONFLICTS	BUSY	CONFLICTS	
12:30p-1:00p		CONFLICTS	BUSY	CONFLICTS	BUSY	CONFLICTS	
1:00p-1:30p		•	•	•	•	•	
1:30p-2:00p		•	•	•	•	•	

**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.

## An Appointment has been Scheduled.

You have been sent this email because an appointment has been scheduled with you as an attendee. Details are included below.

**Organizer:** [Redacted]

**Type:** Advising Appointment

**Topic:** Advising

**Comments:**

**Location:** Norse Advising Center

**Date of Appointment:** Feb 15 2018

**Time:** 1:00p-1:30p

**Additional Details:** Norse Advising is located in University Center 210. Please check in at our front desk.