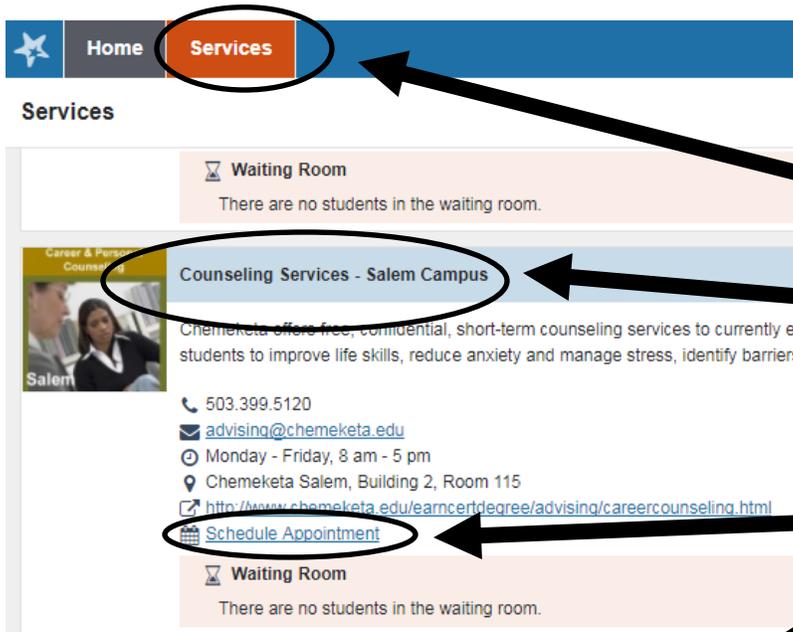


Making A Counseling Appointment

Below you will find the steps on how to navigate Chemeketa's Counseling and Student Support Services online scheduling system to make an appointment for **Career Counseling, Personal Counseling, or if you have been assigned a Counselor to meet with each term for registration permission.**

- To begin, login to your MyChemeketa account.
- Then, Click on the Services tab.
- Now, click on Advising.
- Finally, locate and click the ChemekNET button on the right of the screen.

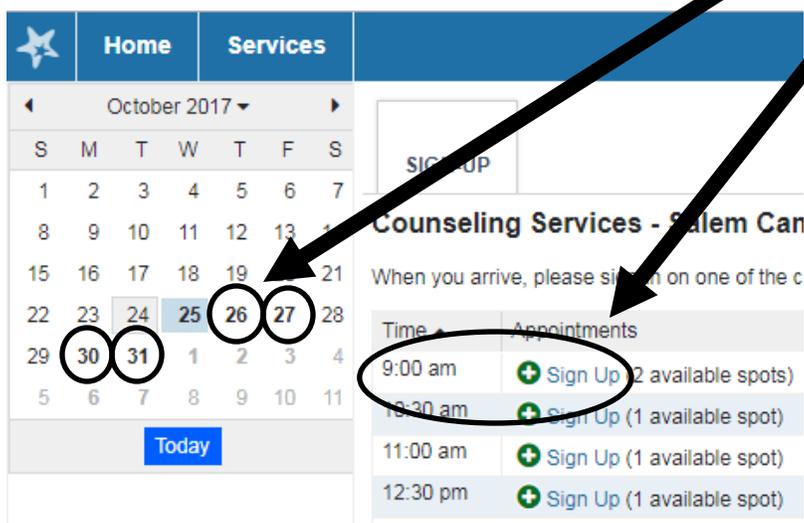


If you would like the next available appointment, please follow these steps:

Once in ChemekNET, click the Services tab. Then,

1. Scroll through the screen until you find Counseling Services—Salem Campus.
2. Click Schedule Appointment.
3. Find a date in **BOLD** that works with your schedule and click it.
4. Once you select your preferred date, appointment times will appear. Click the plus sign for the time that works best for you.
5. Next, follow the prompts to confirm your appointment.

If you would like to meet with a counselor that you have already been working with, please see the back.



Finding a Specific Counselor

Below you will find the steps on how to navigate Chemeketa's Counseling and Student Support Services online scheduling system and find a **specific** counselor to meet with for **Career Counseling, Personal Counseling, or if you have been assigned a Counselor to meet with each term for registration permission.**

- To begin, login to your MyChemeketa account.
- Then, Click on the Services tab.
- Now, click on Advising.
- Finally, locate and click the ChemekNET button on the right of the screen.

The screenshot shows the MyChemeketa website interface. At the top, there are navigation tabs for Home and Services. Below the Services tab, there is a section for Counseling Services - Salem Campus. This section includes a description of the services, contact information (phone number 503.399.5120, email advising@chemeketa.edu, and address Chemeketa Salem, Building 2, Room 115), and a link to Schedule Appointment. Below this, there is a calendar for November 2017. The date 7 is circled in blue. To the right of the calendar, there is a table showing appointment times and their availability. The 2:00 pm slot is marked as Unavailable, and the 3:00 pm slot is also marked as Unavailable. A plus sign icon is visible next to the 3:00 pm slot, indicating that appointments are available at that time.

If you would like to meet with a specific counselor, please follow these steps:

1. Once in ChemekNET, click the Services tab.
2. **Scroll through the service options until you find Counseling Services—Salem Campus.**
3. Click on the Service name and location.
4. **Wait at least 10 seconds for the members to load at the bottom of the screen.** There is more than one page of members
5. Click Schedule Appointment with the counselor you are looking for
6. Find a date in **BOLD** that works with your schedule and click it.
7. Once you select your preferred date, appointment times will appear. Click the plus sign for the time that works best for you.
8. Next, follow the prompts to confirm your appointment.

An e-mail will be sent to your MyChemeketa e-mail confirming the appointment.

If there is no confirmation e-mail you will need to schedule your appointment again.