

Use My Success Network

In **My Success Network**, use the search bar to type "Rachel Piontak". Select the profile when it appears

The screenshot shows the 'My Success Network' interface. At the top, there is a search bar with the text 'Search services and people'. Below the search bar, the question 'How can we help?' is displayed. Underneath, there are sections for 'Your Connections' (showing Adrienne Gaines, Academic Advisor) and 'Your Services' (showing CLASS+ Tutoring, SI, Writing Support, and Academic Coaching, and the First-Year Engineering Program). On the right side, there is a search bar with the text 'rachel' and a list of search results under the heading 'People', showing 'Rachel Piontak, Academic Coach: First-Year Engineering Program'. Below the search results, there is a section for 'Your Connections'.

Make an Appointment

Select **Schedule Appointment** and follow the prompts to find an appropriate meeting time. Make sure to go through all screens, and to **Confirm** your appointment on the last screen.

The screenshot shows the 'Connection Profile' page for Rachel Piontak. At the top, there is a blue header with the text '↑ Connection Profile'. Below the header, there is a profile picture of Rachel Piontak and her name 'Rachel Piontak' followed by her title 'Academic Coach: First-Year Engineering Program'. Below the profile information, there is a blue button labeled 'SCHEDULE APPOINTMENT'. Underneath the button, there are sections for 'Contact' (with links for 'Send an email' and 'Call (479) 387-9214') and 'Services' (with a link for 'First-Year Engineering Program'). To the right of the profile information, there is a section titled 'This Week's Office Hours' with a list of office hours: 'Academic Coaching: Friday 9:00-10:00', 'Academic Coaching: Monday 9:00-10:00', 'Academic Coaching: Tuesday 9:00-10:00', 'Academic Coaching: Wednesday 9:00-10:00', and 'Academic Coaching: Thursday 9:00-10:00'.