Student Advising Portal

Link: slate.okstate.edu/portal/student_portal

TAB: Profile (Home Page)

Including tabs for advising information and appointments, the profile page displays a welcome message, the student user’s basic academic and demographic information, and a list of recent appointments. A college-specific Twitter Feed appears on the right-hand side.
TAB: Advising

Includes instructions for use of the page, as well as a listing of the student’s Success Team. Each advisor listing includes contact information as well as a calendar for scheduling appointments (scroll down to see all).

1. Email links in advisor contact info open email program
2. Clicking on available (orange) dates in the advisor calendar displays the open appointments for the day
3. Choose a time for the appointment

   a. If no times in this appointment block fit your schedule, check for other time blocks on the same day using the tabs
   b. If no times for this day fit your schedule, choose another available (orange) day
   c. Once a desirable time is selected, click Continue to Registration button

4. Academic Advising Appointment Registration

   a. Click to select at least one reason for the appointment (press and hold [ctrl] while clicking the reason to select more than one)
   b. Click to select your desired meeting location
   c. Type in any additional comments you wish to share with the advisor.
   d. Click Submit to confirm the appointment
5. Advising Appointment Confirmation Screen
   - College-specific branding and contact information included
   - Links to change the appointment details, check-in for the appointment, and a link back to the student’s portal page
   - Confirmation emails also go out to the student and the advisor

TAB: Appointments

This tab shows a chronological list (default) of the student’s upcoming advisor appointments.
   * Each column can be sorted using the arrow that appears to the right of the column title
**TAB: Tutoring**

This tab shows a list of available, upcoming tutoring/LASSO appointments, based on the student’s academic class schedule for the term.

![Welcome, Jacob!](image-url)