

# Student Worker Quick Guide to MavCONNECT

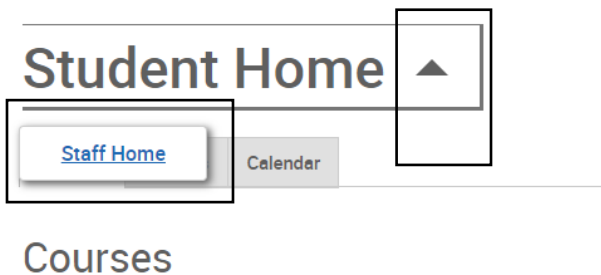
Student workers are set up in MavCONNECT to support various departments on-campus. Their role in MavCONNECT focuses on scheduling appointments, being able to find general student information to support students looking for assistance and checking in students through the kiosk system.

## APPOINTMENT SCHEDULING FUNCTIONALITY

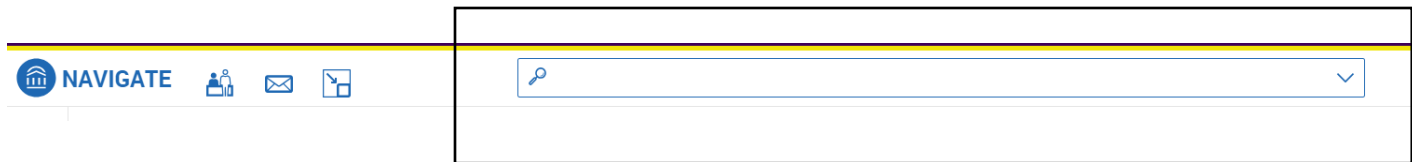
Student workers can set up appointments in MavCONNECT in two areas: on a student's profile and through the Appointment Center.

### Student Profile Steps

1. Log into MavCONNECT and ensure you are on your "Staff" profile.



2. Using the top search bar, enter in the student's tech ID, StarID or if needed, their first name/last name. Best practice is to use their techID and/or StarID as this is the most accurate way to ensure you are pulling the right student.



3. When the name of the student you want to find pops up in the dropdown menu on the search bar, click on it to access their profile.
4. On the right-hand side of their profile information, you will see a "Schedule an Appointment" link. Click this to start the scheduling process.

**Options**


I want to...

[Message Student](#)

[Schedule an Appointment](#)

- On the Schedule Appointment screen, you will need to choose the Care Unit (office), Location, Service (appointment reason), and Meeting Type (virtual, phone, in-person, etc.) for the office you are working in to schedule the student with a staff member.

## Schedule Appointment



**Filters**

Care Unit  
Select a Care unit

Location  
Please Select care unit to select location

Service  
Select a location to select service

Course

**People Attending (1)**

Scholar, Joe (Student)

Available Slots Left in Appointment (0)

Add an Attendee Additional Slots

Save Appointment
Cancel

- Once you've selected the appointment criteria listed above, you should see any availability listed for the staff in your office.

Scholar, Joe (Student)

Available Slots Left in Appointment (0)

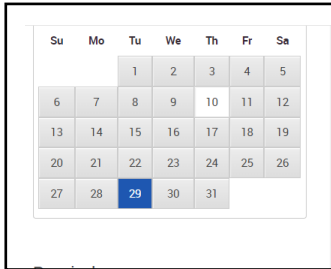
Add an Attendee Additional Slots

**Select An Organizer**

SELECT	ORGANIZER	AVAILABLE TIMES
<input type="radio"/>	Fischer, Jill	<b>For: Appointments</b> Mon-Fri 8:00am - 1:00pm CT (August 31, 2023 - August 31, 2023)
<input type="radio"/>	Halbur, Andrew	<b>For: Appointments</b> Thu 1:00pm - 4:00pm CT (August 31, 2023 - August 31, 2023)
<input type="radio"/>	Meidl, Linda	<b>For: Appointments</b> Thu 8:30am - 12:00pm CT (August 31, 2023 - August 31, 2023) <b>For: Appointments</b> Thu 1:00pm - 3:30pm CT (August 31, 2023 - August 31, 2023) <b>For: Appointments</b> Tue 9:00am - 12:00pm CT (September 5, 2023 - September 5, 2023) <b>For: Appointments</b> Wed 9:00am - 12:00pm CT (September 6, 2023 - September 13, 2023) <b>For: Appointments</b> Wed 2:00pm - 4:30pm CT (September 6, 2023 - September 13, 2023) <b>For: Appointments</b> Thu 8:30am - 11:30am CT (September 7, 2023 - September 14, 2023) <b>For: Appointments</b> Fri 8:30am - 11:30am CT (September 8, 2023 - September 15, 2023) <b>For: Appointments</b> Mon 9:00am - 12:00pm CT (September 11, 2023 - September 18, 2023) <b>For: Appointments</b> Tue 8:30am - 11:30am CT (September 12, 2023 - September 19, 2023) <b>For: Appointments</b> Wed 8:30am - 11:30am CT (September 13, 2023 - September 20, 2023)

- Select the staff member you want to schedule the appointment with by clicking on the circle icon and their specific availability will pop up lower on the screen.

You may need to use the calendar on the left side of the page to find available blocks (designated in green) with a specific staff member.



**Reminders**

- Send E-mail Reminder to the organizer attendee?
- Send E-mail Reminder to non organizer attendees?
- Send a text reminder to the organizer attendee?
- Send a text reminder to non organizer attendees?

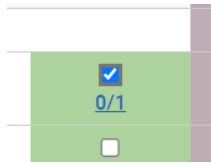
For: Appointments Wed 8:30am - 11:30am CT (September 13, 2023 - September 20, 2023)

Choose A Time To Meet

Length:  Availabilities:

TIME SLOT	08/27 (SUN)	08/28 (MON)	08/29 (TUE)	08/30 (WED)	08/31 (THU)	09/01 (FRI)	09/02 (SAT)
6:45am - 7:30am CT							
7:30am - 8:15am CT							
8:15am - 9:00am CT							
9:00am - 9:45am CT		BUSY			<input type="checkbox"/> 0/1	BUSY	
9:45am - 10:30am CT		BUSY			<input type="checkbox"/> 0/1	BUSY	
10:30am - 11:15am CT			BUSY	BUSY	<input type="checkbox"/> 0/1	BUSY	
11:15am - 12:00pm CT			BUSY		<input type="checkbox"/> 0/1	BUSY	
12:00pm - 12:45pm CT		BUSY	BUSY	BUSY	BUSY	BUSY	
12:45pm - 1:30pm CT		BUSY	BUSY	BUSY	BUSY	BUSY	

- Select a time by clicking on one of the green boxes and the white select button.

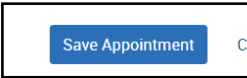


- Click on "Save Appointment" to submit the appointment request for the student and the staff member they will be meeting with.

**Repeat This Appointment?**

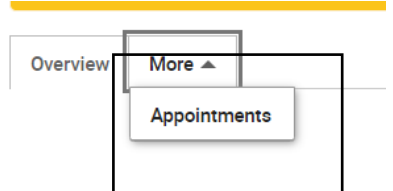
Repeat

Does not repeat



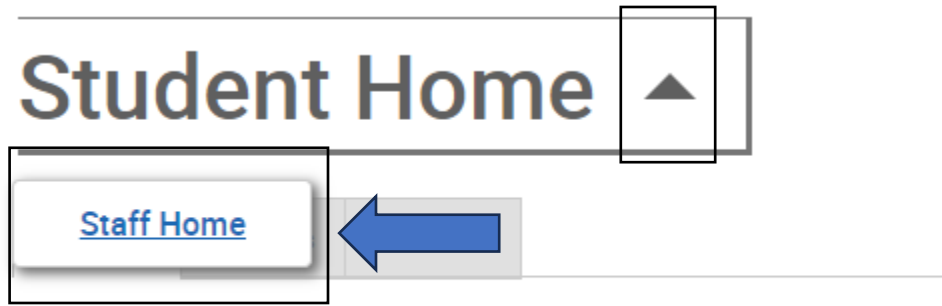
- This will bring you back to the student profile and you can confirm that the appointment was successfully scheduled by checking the appointment tab off their main page.

DATE	CARE UNIT	SERVICE/COURSE	COMMENT	MEETING TYPE	ORGANIZER
08/10/2023	Professional Academic Advising	General Advising Visit	test	In-Person	<a href="#">Moore, Jonathan</a>
08/11/2023	Professional Academic Advising	Add/Change Major	Joe Scholar test schedule	Virtual	<a href="#">Moore, Jonathan</a>
08/18/2023	Professional Academic Advising	Add/Change Major	Joe Scholar. test	Virtual	<a href="#">Halbur, Andrew</a>
08/21/2023	Professional Academic Advising	General Advising Visit	Joe Scholar. test	Virtual	<a href="#">Fischer, Jill</a>
08/22/2023	Professional Academic Advising	Walk-in Hours		In-Person	<a href="#">Meidl, Linda</a>
08/31/2023	Professional Academic Advising	Bus 295 Meeting		In-Person	<a href="#">Fischer, Jill</a>



## Appointment Center Scheduling

1. Log into MavCONNECT and ensure you are on your "Staff" profile.



## Courses

2. On the top right of the screen, click on the window icon to find the "Appointment Center" link.



3. Click on the Appointment Location/Office you are working in and scheduling for.

### Available Locations

[Adv - Allied Health Advising Office](#)

[Adv - Business Student Center](#)

[Adv - Education Advising Office](#)

[Adv - Nursing Advising Office](#)

[Adv - University Advising Center](#)

[Adv - Aviation Advising Office](#)

[Adv - Criminal Justice Advising](#)

[Adv - Humanities and Social Sciences Advising Center](#)

[Adv - Science, Engineering, and Technology Advising Office](#)

[SS - Kearney International Center](#)

4. On the Appointment Request screen, you will need to add the student that is requesting the appointment by searching for them by StarID, TechID or name in the search bar.

### Adv - University Advising Center

Location  
Adv - University Advising Center

Enter Student Name

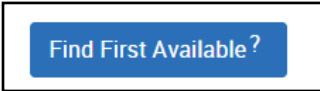
[Scheduling Grid](#)

Date: 08/10/2023 Start Time (CT): 8:00AM End Time (CT): 5:00PM Refreshed Today 5:39am CT

Care Unit: Professional Academic Advising Service: All Services Staff: All Staff

Meeting Types: All Meeting Types

5. Ensure you have the right Care Unit selected (some may pre-populate depending on settings). You may also add a Service filter or Meeting Type filter depending on the student meeting request. You can also use the Date box to find availability for the student.
6. If the student is flexible, choose the “Find First Available” to pull up availability quickly.



### Appointment Schedule For Monday, August 7, 2023

7. This will bring up staff member calendars that have availability built for the specific Care Unit, Services and Meeting types you selected. You need to find a WHITE block of time as this designates open appt availability and click on that block to open the appointment scheduling screen.

	Allison Anderson	Heidi Burns
8 AM CT	Busy	Busy
	Busy	Academic Warning/Probation/...
9 AM CT		
10 AM CT		Busy
11 AM CT	Busy	

- If you did not already add the Service reason, choose that from the first drop down box as well as confirm the Meeting Type is correct for the student's request.

Add any applicable comments to share with the advisor/student about the appointment and click on "Create Appointment."

## Student Worker Access to Student Profiles

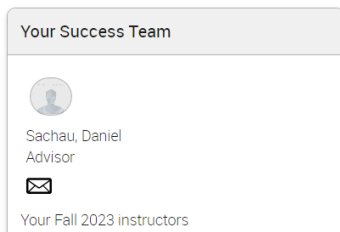
Student workers can search for students and view general information from the student profile page.

They will be able to see the following information:

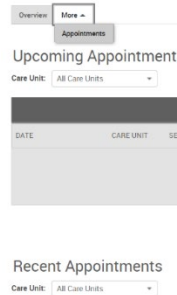
**Overview Screen** including major, ID information, last term enrolled.

**Student Information** (bottom right of screen) including contact information for the student.

**Student Success Network** that includes Assigned Advisor information and faculty if the student is currently registered.



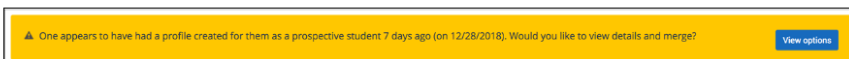
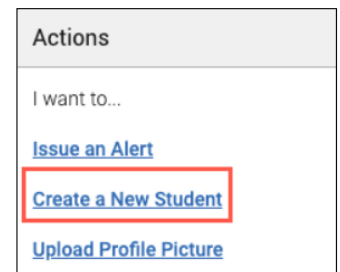
**Appointments tab** that includes upcoming appointments and recent appointments for a student.



## Adding Prospective Students into MavCONNECT

Student workers who have the **Create a Student** permission can add a new prospective student from the Quick Links panel on **Staff Home**. It is **CRITICAL** that you search for a student in MavCONNECT and possibly ISRS before creating a new student account to ensure that the student truly needs a prospective student status in the system to avoid duplicate accounts.

1. Click **Create a Student**. The **Create a New Student** dialog appears.
2. Enter the student's *First Name, Last Name, Student ID (optional), Email, Date of Birth, and Zip Code*. Set the student's classification to *Prospective*. **\*\*\*If the student has an ISRS account and you can access it, please make sure information you are entering into MavCONNECT matches ISRS data.\*\*\***
3. If a Prospective Student also has an enrolled Student Profile, ALL users (not just those who can merge students) see a yellow banner at the top of the prospective and enrolled versions of the Student Profile.



There is also the **View Options** button to see details. However, what you see differs based on whether you have the **Merge Users** permission.

At this time, only MavCONNECT administrators have Merge access so if you find profiles that may need to be merged, please email [mavconnect@mnsu.edu](mailto:mavconnect@mnsu.edu) with the student's name, ID if available, and any other information that could be helpful.

