

# Schedule an appointment with your academic advisor through UTSA Inspire

01

Login to the portal using your myUTSA ID



02

Click **Schedule Appointment**, then fill out **Search Appointments**



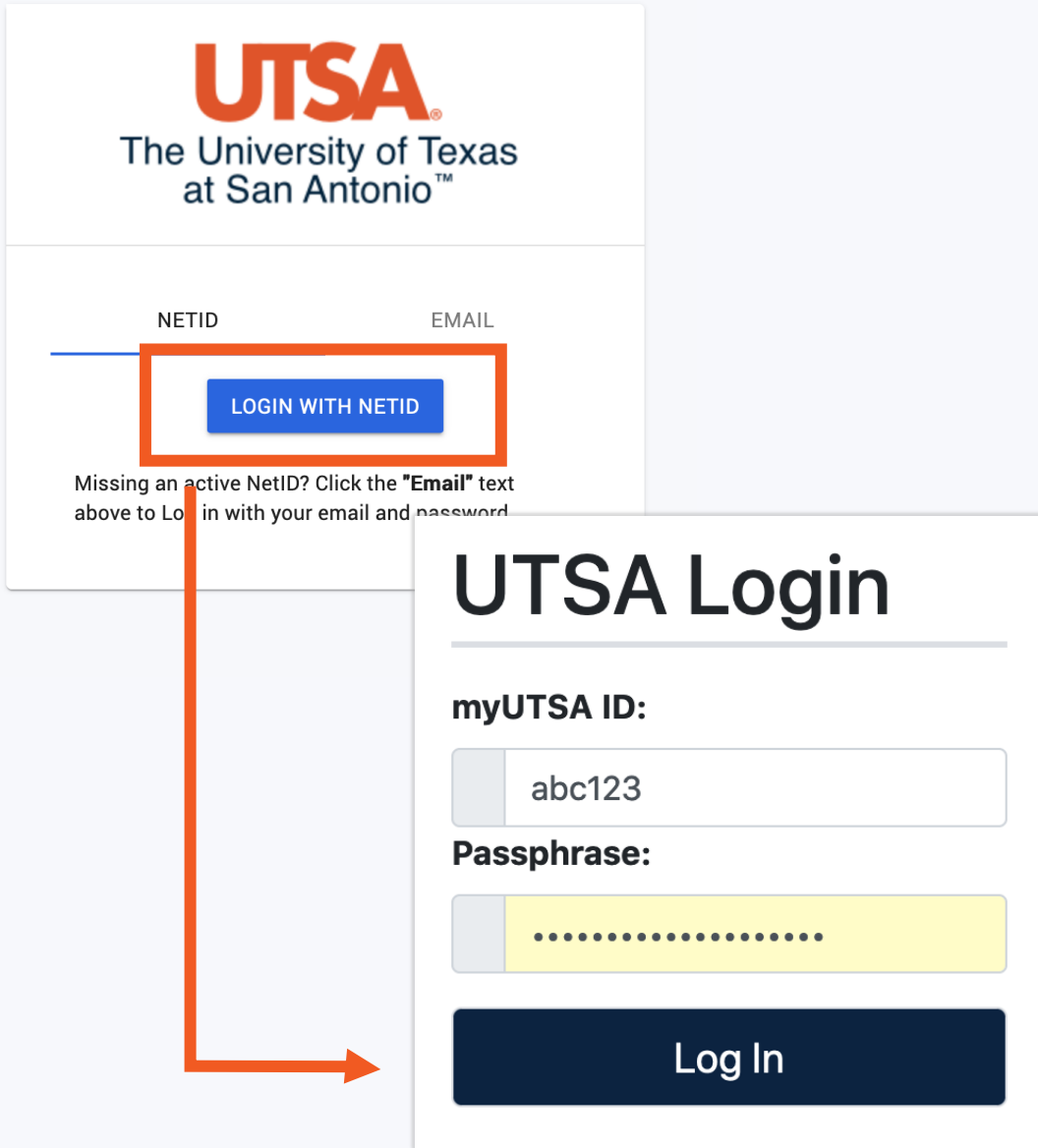
03

Choose your **preferred date and time**, then confirm



04

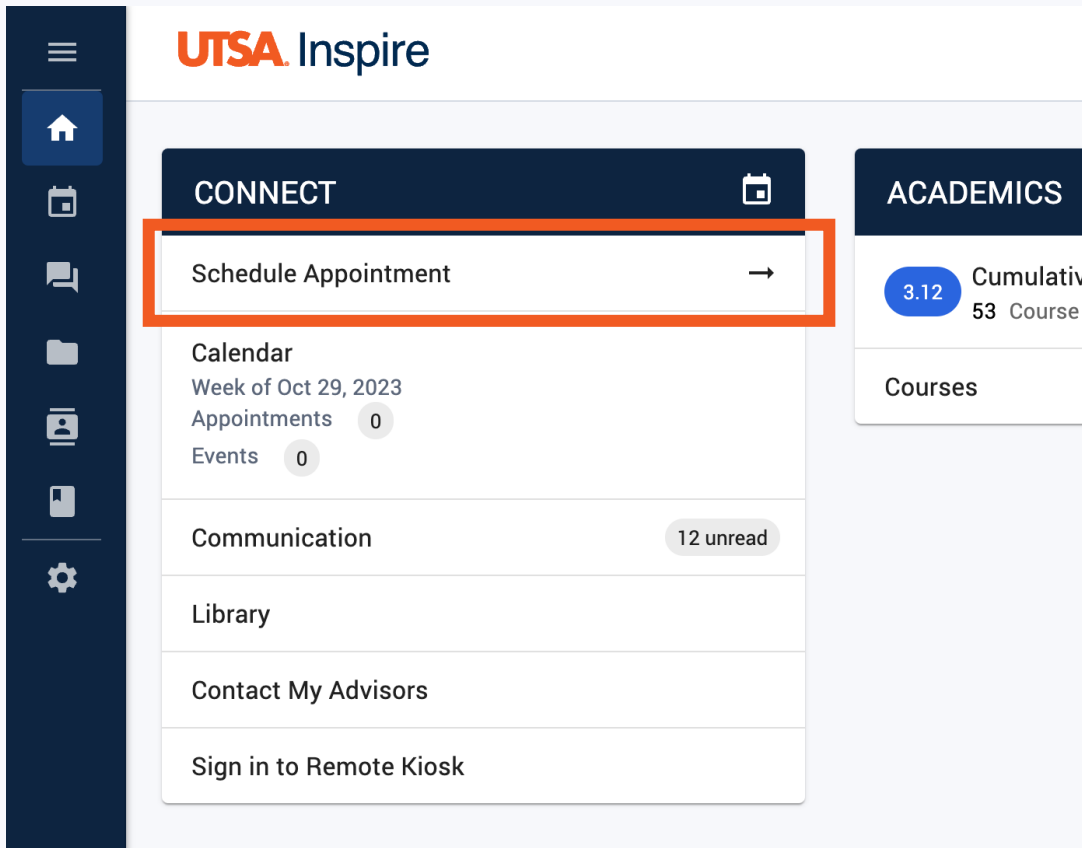
View your confirmed advising appointment under **My Appointments and Events**



01

## Login to the portal

- » Visit the [UTSA Inspire portal](#)
- » Click **Login with NetID**
- » You'll be redirected to log in using your **myUTSA ID**



02

## Search appointments

- » On the Inspire main screen, under Connect, click **Schedule Appointment**

## Calendar

CALENDAR VIEW MY APPOINTMENTS & EVENTS **SEARCH APPOINTMENTS**

### Appointment Type

- All
- Schedule Ahead
- Walk-in Appointments

### Appointment Modality

- All
- In Person
- On Call
- Phone
- Virtual Meeting
- Zoom Virtual Meeting
- Email

### Search Appointments

Search Office(s) to begin

- Academic Advising
- Academic Success Programs
- Academic Colleges
- Student Athlete Academic Center
- Career & Engaged Learning
- Engagement Programs
- Mentor Hub

Search to show available appointments

02

## Search appointments

- » Under the Search Appointments tab, click the **Search Office(s) to begin** dropdown
- » Select **Academic Advising**

## Calendar

CALENDAR VIEW MY APPOINTMENTS & EVENTS **SEARCH APPOINTMENTS**

### Appointment Type

- All
- Schedule Ahead
- Walk-in Appointments

### Appointment Modality


- All
- In Person
- On Call
- Phone
- Virtual Meeting
- Zoom Virtual Meeting
- Email

### Search Appointments

Search Office(s) to begin  
Academic Advising

Advisor(s)  
Segura, Michael

Oct 31, 2023 Dec 30, 2023

 Search to show available appointments

02

## Search appointments

- » In the **Advisor(s)** dropdown, select your assigned Academic Advisor

## Calendar

CALENDAR VIEW MY APPOINTMENTS & EVENTS **SEARCH APPOINTMENTS**

## Appointment Type

- All
- Schedule Ahead
- Walk-in Appointments

## Appointment Modality

- All
- In Person
- On Call
- Phone
- Virtual Meeting
- Zoom Virtual Meeting
- Email

## Search Appointments

Search Office(s) to begin

Academic Advising

Advisor(s)


Segura, Michael

Start Date \*

Oct 31, 2023

End Date \*

Dec 30, 2023

 Search to show available app

December 2023

S	M	T	W	T	F	S
						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						

CLEAR

SEARCH

02

## Search appointments

- » Choose your preferred **Start Date** and **End Date**
- » Click the **Search** button

### Search Appointments

Search Office(s) to begin  
Academic Advising

Advisor(s)  
Segura, Michael

Start Date \*  
Oct 31, 2023

End Date \*  
Dec 30, 2023

CLEAR SEARCH

Result (165)

ADVISOR	DATE	TIME	TYPE	MODALITY	DETAILS
Segura, Michael	Nov 1, 2023	9:30 AM - 10:00 AM	SCHEDULE	Virtual Meeting   In Person	Before your virtual appo
Segura, Michael	Nov 1, 2023	10:00 AM - 10:30 AM	SCHEDULE	Virtual Meeting   In Person	Before your virtual appo
Segura, Michael	Nov 1, 2023	10:30 AM - 11:00 AM	SCHEDULE	Virtual Meeting   In Person	Before your virtual appo
Segura, Michael	Nov 1, 2023	12:30 PM - 4:30 PM	Walk-in	On Call	On-Call
Segura, Michael	Nov 2, 2023	9:30 AM - 10:00 AM	SCHEDULE	Virtual Meeting   In Person	Before your virtual appo
Segura, Michael	Nov 2, 2023	10:00 AM - 10:30 AM	SCHEDULE	Virtual Meeting   In Person	Before your virtual appo
Segura, Michael	Nov 2, 2023	11:00 AM - 11:30 AM	SCHEDULE	Virtual Meeting   In Person	Before your virtual appo
Segura, Michael	Nov 2, 2023	11:30 AM - 12:00 PM	SCHEDULE	Virtual Meeting   In Person	Before your virtual appo

03

## Choose your preferred date and time

- » Under Results, select an available date and time by clicking on a blue **Schedule** button
- » Adjust the search **Start Date** and **End Date** if all results are grayed out

Oct 31, 2023    Dec 30, 2023

<input type="checkbox"/>	12:00 PM - 12:30 PM	Unavailable	In Person   Virtual Meeting	Student Success Center (SSC)   Be...
<input type="checkbox"/>	12:30 PM - 1:00 PM	Unavailable	In Person   Virtual Meeting	Student Success Center (SSC)   Be...
<input type="checkbox"/>	1:00 PM - 1:30 PM	Unavailable	In Person   Virtual Meeting	Student Success Center (SSC)   Be...
<input type="checkbox"/>	1:30 PM - 2:00 PM	Unavailable	In Person   Virtual Meeting	Student Success Center (SSC)   Be...
<input type="checkbox"/>	2:00 PM - 2:30 PM	Unavailable	In Person   Virtual Meeting	Student Success Center (SSC)   Be...
<input type="checkbox"/>	2:30 PM - 3:00 PM	Unavailable	In Person   Virtual Meeting	Student Success Center (SSC)   Be...
<input type="checkbox"/>	3:00 PM - 3:30 PM	Available	In Person   Virtual Meeting	Student Success Center (SSC)   Be...
<input type="checkbox"/>	3:30 PM - 4:00 PM	Available	In Person   Virtual Meeting	Student Success Center (SSC)   Be...

Date/Time  
Friday, Nov 3, 2023 9:00 AM - 9:30 AM

Appointment Modality\*  
In Person    In Person  
Student Success Center (SSC)

In Person  
Virtual Meeting

Session Note

Visible to advisor

ATTACH

Please scroll down and select a session topic to finish scheduling your appointment

CANCEL    SCHEDULE APPOINTMENT

Segura, Michael    Nov 3, 2023    3:00 PM - 3:30 PM    SCHEDULE    In Person | Virtual Meeting

03

## Choose your preferred date and time

- » Under the **Appointment Modality** dropdown, select your preference of **In Person** or **Virtual Meeting**



UTSA Inspire

Calendar

CALENDAR VIEW

Appointment Type

- All
- Schedule Ahead
- Walk-in Appointment

Appointment Modality

- All
- In Person
- On Call
- Phone
- Virtual Meeting
- Zoom Virtual
- Email

Appointments

Appointment Type \*  
Schedule Ahead

Select Advisor \*  
Segura, Michael

< Wednesday, Nov 1, 2023 >

TIME	STATUS	MODALITY	DETAILS
9:00 AM - 9:30 AM	Unavailable	In Person   Virtual Meeting	Student Success Center (SSC)   Be...
<input checked="" type="checkbox"/> 9:30 AM - 10:00 AM	Available	In Person   Virtual Meeting	Student Success Center (SSC)   Be...
<input type="checkbox"/> 10:00 AM - 10:30 AM	Available	In Person   Virtual Meeting	Student Success Center (SSC)   Be...
<input type="checkbox"/> 10:30 AM - 11:00 AM	Available	In Person   Virtual Meeting	Student Success Center (SSC)   Be...

Date/Time  
Wednesday, Nov 1, 2023 9:30 AM - 10:00 AM

Appointment Modality \*  
Virtual Meeting

**Virtual Meeting**  
Before your virtual appointment, please review the Virtual Advising Appointments webpage: <https://www.utsa.edu/advising/appointments/virtual-appointments.html>

Session Topics \*

- All
- Change of Major
- Course Planning
- On-Call

CANCEL SCHEDULE APPOINTMENT

Segura, Michael Nov 2, 2023 11:30 AM - 12:00 PM SCHEDULE Virtual Meeting | In Person

03

## Choose your preferred date and time

- » Under the **Session Topics** dropdown, check any topics you wish to discuss with your Academic Advisor

UTSA Inspire

Calendar

CALENDAR VIEW

Appointment Type

- All
- Schedule Ahead
- Walk-in Appointment

Appointment Modality

- All
- In Person
- On Call
- Phone
- Virtual Meeting
- Zoom Virtual Meeting
- Email

Appointments

Appointment Type \*  
Schedule Ahead

Select Advisor \*  
Segura, Michael

< Wednesday, Nov 1, 2023 >

TIME	STATUS	MODALITY	DETAILS
9:00 AM - 9:30 AM	Unavailable	In Person   Virtual Meeting	Student Success Center (SSC)   Be...
<input checked="" type="checkbox"/> 9:30 AM - 10:00 AM	Available	In Person   Virtual Meeting	Student Success Center (SSC)   Be...
<input type="checkbox"/> 10:00 AM - 10:30 AM	Available	In Person   Virtual Meeting	Student Success Center (SSC)   Be...
<input type="checkbox"/> 10:30 AM - 11:00 AM	Available	In Person   Virtual Meeting	Student Success Center (SSC)   Be...

Date/Time  
Wednesday, Nov 1, 2023 9:30 AM - 10:00 AM

Appointment Modality \*  
Virtual Meeting

**Virtual Meeting**  
Before your virtual appointment, please review the Virtual Advising Appointments webpage: <https://www.utsa.edu/advising/appointments/virtual-appointments.html>

Session Topics \*  
Change of Major

Session Note  
I want to switch to electrical engineering

CANCEL SCHEDULE APPOINTMENT

Segura, Michael Nov 2, 2023 11:30 AM - 12:00 PM SCHEDULE Virtual Meeting | In Person

03

## Choose your preferred date and time

- » *Optional:* Type additional details in the **Session Note** box or include an attachment with the Attach button
- » Click the **Schedule Appointment** button to finalize your appointment

The screenshot shows the UTSA Inspire calendar interface. The 'MY APPOINTMENTS & EVENTS' tab is highlighted with an orange box. Below it, a table titled 'My Appointments & Events (1)' is also highlighted with an orange box. The table contains one appointment entry.

DATE	TIME	TITLE	MODALITY/LOCATION	DETAILS
Nov 1, 2023	9:30 AM - 10:00 AM	Testy Davox (@00010656): Appoi...	Virtual Meeting	Before your virtual a

# 04

## View your confirmed appointment

- » You're ready to go! Your booked appointment will be visible in the **My Appointments and Events** tab at the top of the Calendar page.