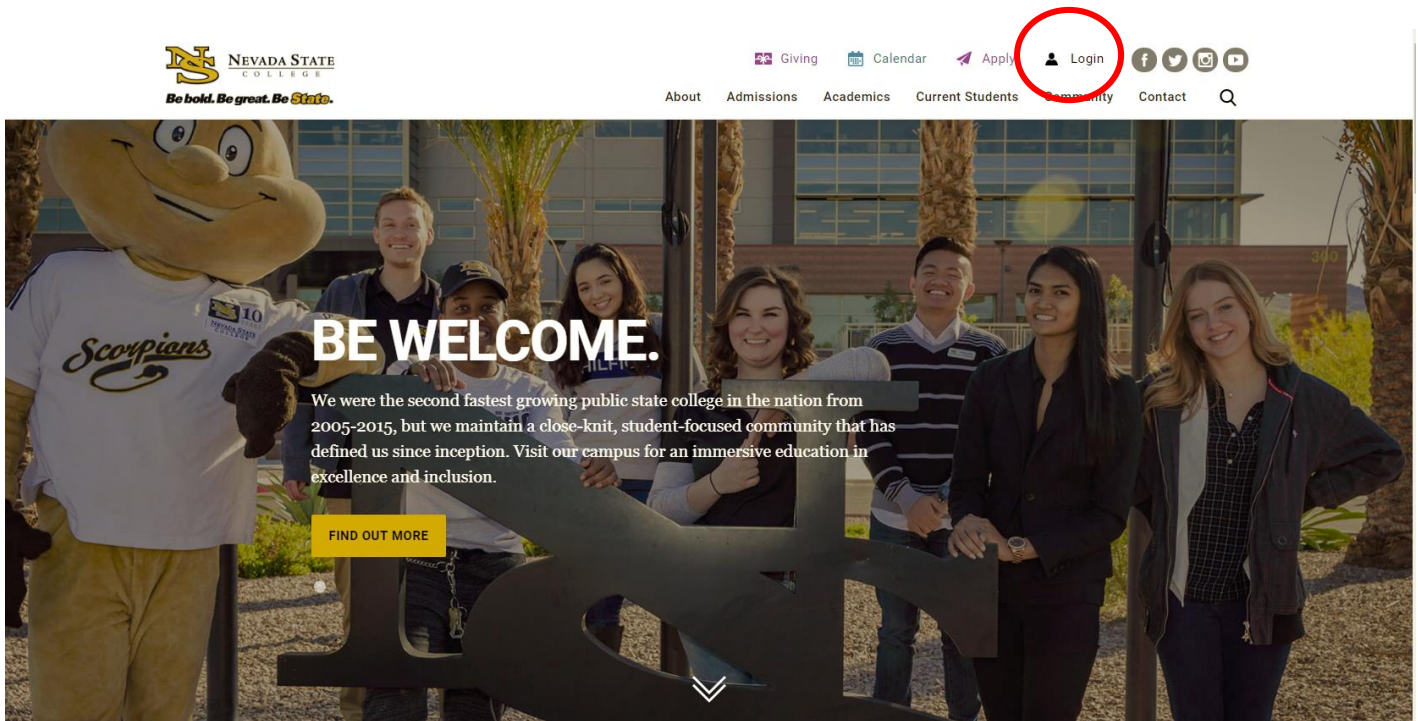




Step 1: Go to the [NSC website](#) and click the Login icon at the top right hand of the screen.



Step 2: Log in with your **NSHE Number** (student number) and **Password**

NSC NEVADA STATE COLLEGE

Sign In

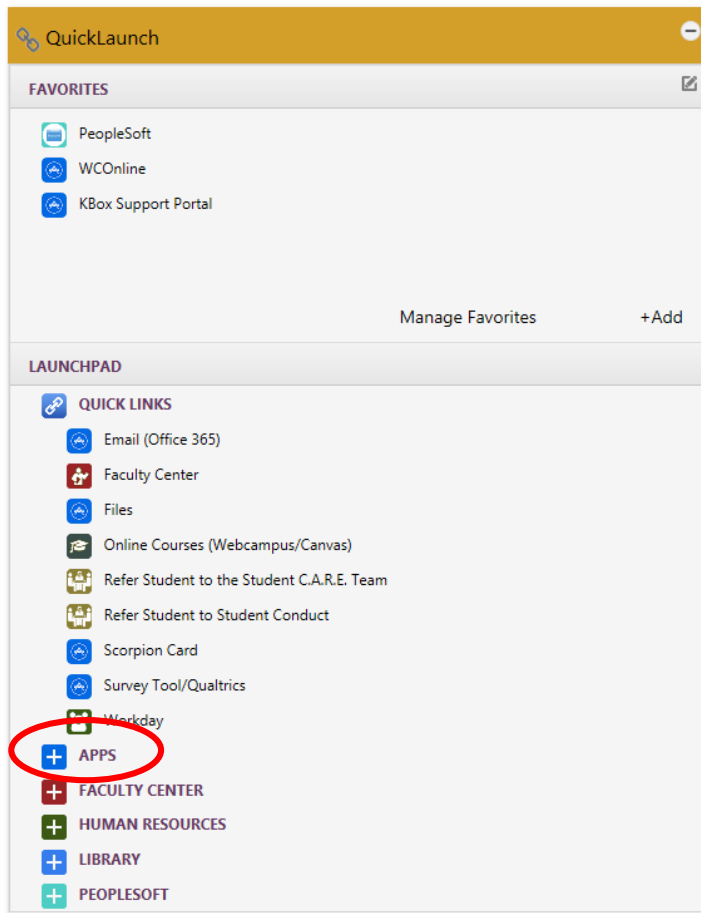
LOGIN

[Forgot Password](#) | [First Time Users](#) | [Need Help?](#)

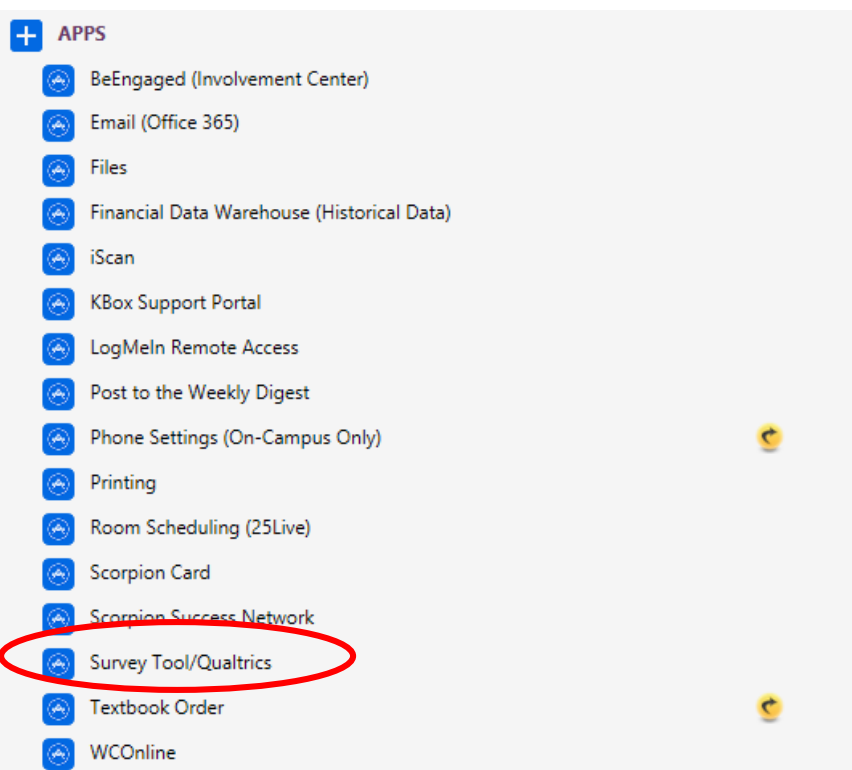
Terms of Use:
By logging into myNSC, you agree to abide by the [NSHE Computing Resources Use Policy](#).



Step 3: Click on **Apps**



Step 4: Click on **Scorpion Success Network**. You can drag the Scorpion Success Network to your favorites section of the Quick Launch Section.

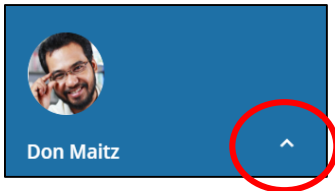




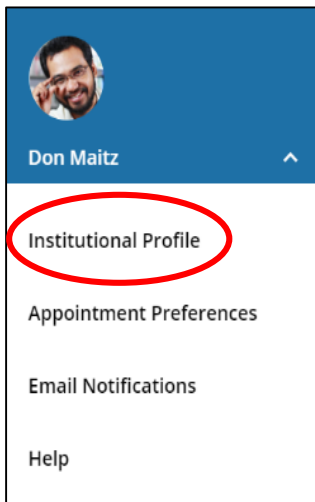
Step 4: Click on the three lines on the left side of the screen



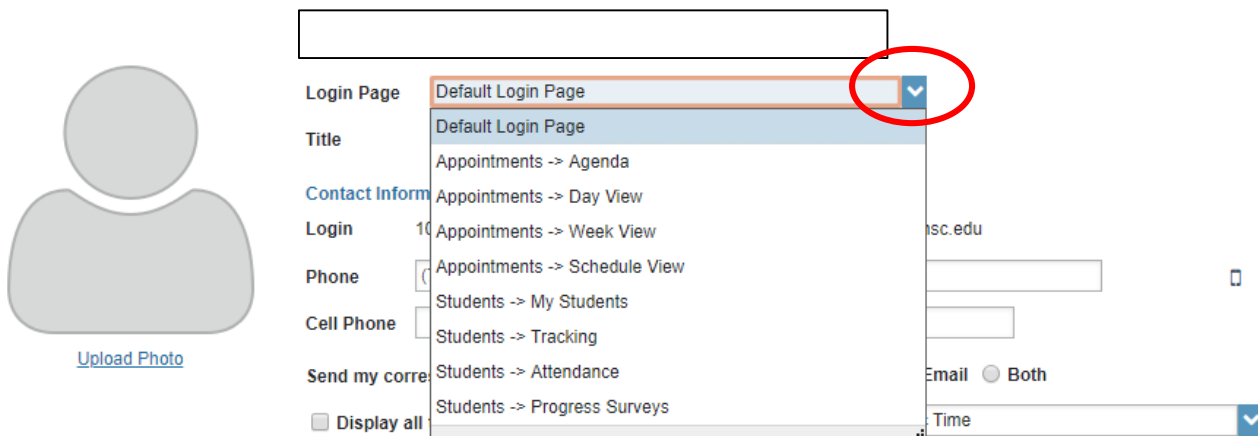
Step 5. Click the arrow shown in the picture below to update your Scorpion Success Network (SSN)



Step 6: Click **Institutional Profile**



Step 7: Select your **Default Login Page** (this will be the page that you see when you log into to SSN).





Step 8: Indicate your **Title** (this will be public)

Contact Information:

Login: NSHE (will be automatically inputted)

Institutional Email: NSC email (will be automatically inputted)

Phone: Direct line (can be adjusted)

Time Zone: Pacific Time

The form includes a profile picture placeholder with an "Upload Photo" link. Fields include:

- Empty text box for name
- Login Page: Default Login Page (dropdown)
- Title: Academic Advisor II
- Contact Information section with fields for Login, Institution Email, Phone, Alternate Email, Cell Phone, and Video Phone.
- Send my correspondence to: Institution Email (selected), Alternate Email, Both.
- Display all time zones: unchecked checkbox.
- Time zone: (GMT-08:00) Pacific Time (dropdown).

Step 9: Complete the **General Overview** and **My Biography**, then click submit

The "General Overview" section has a text area for a general message. The "My Biography" section has a larger text area for personal information. At the bottom right, there are "Never" and "Submit" buttons, with the "Submit" button circled in red.

Step 10: Select **Appointment Preferences**

The "Appointment Preferences" tab is highlighted with a red circle.

Basics

Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.

Settings include:

- Minimum Appointment length: 30 minutes (dropdown, with a red arrow pointing to it).
- Scheduling deadline: 5:00 pm the day before the office hours (radio button selected, with a red arrow pointing to it).
- Other options: None, 9:00 am the day of the office hours, 1 hour(s) before the office hours.
- Allow drop-ins after deadline has passed: unchecked checkbox.

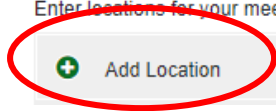
Minimum Appointment length: 30 minutes
Scheduling deadline: 5pm the day before the office hours. This is to restrict making appointments after 5pm for the following day.



Step 11: Under **Appointment Preferences** click **Add Location**

My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.



Step 12:

Type: Office

Name: Raker Student Success Center

Instructions: Please arrive at least 5 minutes before your appointment.

Type: Phone

Name: Phone Appointment

Instructions: The advisor will contact you at the phone number provided.

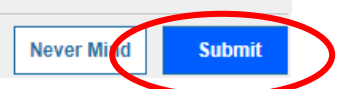
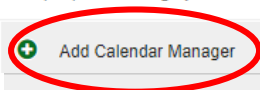
Repeat Steps 11 & 12 for Phone Appointments. Click Save

The screenshot shows a window titled "Add Location" with a close button in the top right corner. The form contains three required fields: "Type" (a dropdown menu), "Name" (a text input field with placeholder text "Please enter details describing the location."), and "Instructions" (a text area with placeholder text "Please enter instructions for the location."). At the bottom left, there is a "Required fields" label. At the bottom right, there are two buttons: "Never Mind" and "Save". Red arrows point to the "Type" dropdown, the "Name" field, the "Instructions" field, and the "Save" button. The "Save" button is also circled in red.

Step 13: Add individuals to have access to your calendar through **Calendar Managers** and clicking **Add Calendar Manager**. Once you have added everyone, click **Submit**

Calendar Managers

Select people to manage your calendar. Calendar managers can add and edit your office hours and schedule and edit appointments in your calendar.

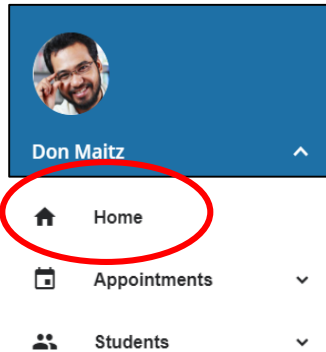




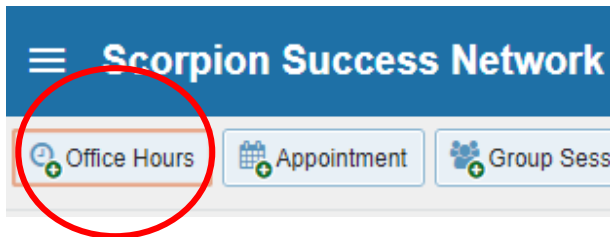
Step 14: To set up **Office Hours**, you can click the three lines on the left side of the screen



Step 15: Select **Home**



Step 16: Click **Office Hours**



Step 17: Here is where you can set up your specific Office Hours where students can have the opportunity to meet with you. You can adjust the Office Hours accordingly to make it work best for you. Once Office Hours are set click **Submit**

Add Office Hours Never Mind Submit

* Title:

* What day(s)?: Repeats every week(s)
Repeat on: Mon Tue Wed Thu Fri Sat Sun

* What time?: to

* Where? Type:
Details:
Instructions:

* Office hours Type:
Take either scheduled appointments or walk-ins

* How long? minimum appointment length
 maximum appointment length

Instructions Start/End Date

These will be sent to anyone who makes an appointment.

* Required fields Never Mind Submit

Title: Advising Office Hours

What day(s): Weekly

Repeats every: 1 week

Select the days of the week: Monday-Friday

What time: 9am-4pm

Where: Raker Student Success Center

Office Hours Type: Schedule Appointments only

How long: Minimum 30 minutes; Maximum 1 hour

Instructions: Please arrive five (5) minutes before appointment time.

Start/End Date: whatever the date is; Ends: Never