

1. Go to [the site https://webapps.krannert.purdue.edu/kap/](https://webapps.krannert.purdue.edu/kap/) and use your log in information to sign in

The screenshot shows a web browser window with the address bar displaying <https://webapps.krannert.purdue.edu/kap/>. The main content area features a large image of a modern building interior with the text "KRANNERT" at the top and "APPLICATION PORTAL" at the bottom. To the right of the image is a login section titled "Please Sign In" with fields for "Username" and "Password", and a "Login" button. Below the login fields, a note states: "\* This site uses [Purdue Career Account](#) authentication." At the bottom right is the "KRANNERT SCHOOL OF MANAGEMENT PURDUE UNIVERSITY" logo. At the bottom of the page, a copyright notice reads: "Copyright © 2016, Purdue University, all rights reserved. Purdue University is an equal access/equal opportunity university. If you have trouble accessing this page because of a disability, please contact the Krannert Help Desk at [kcchelp@purdue.edu](mailto:kcchelp@purdue.edu)."

2. After hitting the **Login** button you will be taken to your portal. From here click on **My Appointments**

The screenshot shows the Krannert Application Portal dashboard. The top navigation bar includes the Krannert School of Management logo, the text "KRANNERT SCHOOL OF MANAGEMENT", and links for "Help", "Home", and "Logout". The main content area is titled "Portal" and features a left-hand navigation menu. The menu is organized into sections: "KATALYST", "Personal", "Courses", "Other Tasks", and "Calendar". Under the "Personal" section, the following links are listed: "My Appointments" (which is circled in red), "My Grades", "My Groups", "My Messages", "My Plan of Study", "My Profile", "My Publications", "My Services", "My Events", and "My Registration". The main content area displays two sections: "My Communications" and "My Courses". The "My Communications" section shows a header "Katalyst" and a sub-header "My Communications - 05/26 to 06/09", followed by the text "You have no communications available at this time." The "My Events" section shows a sub-header "My Events - 06/09 to 06/23" and the text "You have no upcoming events at this time.", with a "View All Events" link.

3. This will take you to the Appointments page. Here you will want to click the **Make Appointment** button.

The screenshot shows the Purdue University Appointments page. At the top, there is a navigation bar with the Purdue University logo, a 'Home' button, and a '+ Make Appointment' button. Below the navigation bar, there is a 'Role' dropdown menu set to 'My Appointments' with a 'Change' button next to it. The main content area is titled 'My Appointments' and contains a table with columns: Appointment, Method, Calendar, Reason, Status, and Action. The table is currently empty, displaying the message 'No upcoming appointments.'

4. Next to **Calendar Type** you will click on the down-facing arrow and choose **Academic Success Center** then click on the **Next** button.

The screenshot shows the 'Appointment Wizard' page. The 'Calendar Type' dropdown menu is open, displaying a list of options. The 'Academic Success Center' option is highlighted. Below the dropdown menu is a blue 'Next' button. The list of options in the dropdown menu includes: 'Choose a Calendar Type', 'Academic Success Center', 'Ag-Botany and Plant Pathology Appointments', 'CCO Career Development and Job Search', 'CCO Pre-Professional Advising', 'Civil Engineering Undergraduate Advisor Appointment', 'Communication 114 Help Lab', 'First-Year Engineering Honors Advising', 'HHS-Public Health Graduate Coordinator Appointment', 'Krannert KPDC-Coaches', 'Krannert Undergraduate Study Abroad', 'NISO-National & International Scholarships Office appointment', and 'Vet Tech Undergraduate Advising Appointment'.

5. Next to **Search By** you will click on the down-facing arrow and choose **Appointment Time** then click on the **Next** button.

The screenshot shows the 'Appointment Wizard' page. The 'Search By' dropdown menu is open, displaying a list of options. The 'Appointment time' option is highlighted. Below the dropdown menu is a blue 'Next' button. The list of options in the dropdown menu includes: 'Person or Resource', 'Person or Resource', and 'Appointment time'. There are also buttons for 'Go back to this step' and 'Info'.


6. Next to **Reason** you will click on the down-facing arrow and choose your reason for making your appointment: **Required Consultation (required by academic department, OSRR, or other campus office)**, then click on the **Next** button.

The screenshot shows the Purdue University Appointment Wizard interface. At the top, there is a navigation bar with the Purdue University logo, a 'Home' button, and a '+ Make Appointment' button. On the right, there is a 'Role' dropdown menu set to 'My Appointments' and a 'Change' button. The main section is titled 'Appointment Wizard'. It contains three dropdown menus: 'Calendar Type' (set to 'Academic Success Center'), 'Search By' (set to 'Appointment time'), and 'Reason' (set to 'Required Consultation (required by a)'). To the right of these dropdowns are two buttons: 'Go back to this step' and 'Info'. Below the 'Reason' dropdown, a list of options is displayed: 'Choose a Reason', 'Academic Consultation', 'Required Consultation (required by academic department, OSRR, or other campus office)' (which is highlighted in blue), 'Resource Information', 'Other', and 'Instructor Meeting (GS 29001 students only)'. A 'Next' button is located at the bottom left of the form.

7. Next to **Search Date**, you **click to Select Date** to select the date that works best for you then click on the **Next** button.

The screenshot shows the Purdue University Appointment Wizard interface, now at the 'Search Date' step. The 'Reason' dropdown is still set to 'Required Consultation (required by a)'. The 'Search Date' dropdown is set to '06/22/2016'. A calendar overlay is displayed in the foreground, showing the month of June 2016. The date '22' is highlighted in blue. The calendar has a header with the month and year, and a grid of days. At the bottom of the calendar, there are three buttons: 'Today', 'Clear', and 'Close'. The 'Next' button is visible at the bottom left of the form.

8. Next to **Desired Time** select the time of day that works best for you to make your 30-45 minute appointment, then click on the **Next** button.



[Home](#)

[+ Make Appointment](#)

Role

My Appointments

Change

Appointment Wizard

Calendar Type

Academic Success Center

Go back to this step

Info

Search By

Appointment time

Go back to this step

Reason

Required Consultation (required by a

Go back to this step

Search Date

06/22/2016

Go back to this step

Desired Time

6/22/2016 9:00:00 AM

6/22/2016 9:15:00 AM

6/22/2016 9:30:00 AM

6/22/2016 9:45:00 AM

6/22/2016 10:00:00 AM

6/22/2016 10:15:00 AM

6/22/2016 10:30:00 AM

6/22/2016 10:45:00 AM

6/22/2016 11:00:00 AM

6/22/2016 11:15:00 AM

6/22/2016 12:00:00 PM

6/22/2016 12:15:00 PM

6/22/2016 2:00:00 PM

6/22/2016 2:15:00 PM

6/22/2016 2:30:00 PM

Next

9. Next to **Calendar** click on the down-facing arrow to select the advisor you will consult with, then click on the **Next** button.

The screenshot shows the Purdue University Appointment Wizard interface. At the top is a navigation bar with the Purdue University logo, a 'Home' button, and a '+ Make Appointment' button. On the right, there's a 'Role' dropdown set to 'My Appointments' and a 'Change' button. The main section is titled 'Appointment Wizard' and contains several input fields and buttons:

- Calendar Type:** A dropdown menu currently set to 'Academic Success Center'. To its right is a 'Go back to this step' button and an 'Info' button.
- Search By:** A dropdown menu set to 'Appointment time'. To its right is a 'Go back to this step' button.
- Reason:** A dropdown menu set to 'Required Consultation (required by :'. To its right is a 'Go back to this step' button.
- Search Date:** A text input field containing '06/22/2016'. To its right is a 'Go back to this step' button.
- Desired Time:** A list of time slots for 6/22/2016, ranging from 9:00:00 AM to 2:30:00 PM. The slot '6/22/2016 2:00:00 PM' is highlighted. To its right is a 'Go back to this step' button.
- Calendar:** A dropdown menu with the text 'Choose an Advisor/Resource'. Below it, a list of advisors is visible, each followed by '(45 minutes)'. The bottom option is highlighted in blue.
- A large blue 'Next' button is located at the bottom left of the form.

10. In the **Comments** box enter the reason you have been instructed to schedule your consult and enter your phone number in the **Contact Phone Number** box, then click on the **Schedule** button.

**PURDUE UNIVERSITY** Home + Make Appointment

Appointment Wizard

**Calendar Type** Academic Success Center Go back to this step Info

**Search By** Appointment time Go back to this step

**Reason** Required Consultation (required by academic department, OSRR, or other campus office) Go back to this step

**Search Date** 06/22/2016 Go back to this step

**Desired Time**  
6/22/2016 9:00:00 AM  
6/22/2016 9:15:00 AM  
6/22/2016 9:30:00 AM  
6/22/2016 9:45:00 AM  
6/22/2016 10:00:00 AM  
6/22/2016 10:15:00 AM  
6/22/2016 10:30:00 AM  
6/22/2016 10:45:00 AM  
6/22/2016 11:00:00 AM  
6/22/2016 11:15:00 AM  
6/22/2016 12:00:00 PM  
6/22/2016 12:15:00 PM  
6/22/2016 2:00:00 PM  
6/22/2016 2:15:00 PM  
6/22/2016 2:30:00 PM Go back to this step

**Calendar** Monday, June 27, 2016 (5 minutes) Go back to this step

**Comments**  
I was required to make this appointment by [redacted]

**Contact Phone Number** 1 [redacted]

Schedule

11. You will be taken back to the Appointments page where you can see your new appointment and make any changes if needed.

**PURDUE UNIVERSITY** Home + Make Appointment mi

Role My Appointments Change

My Appointments

Appointment	Method	Calendar	Reason	Status	Action
06/22/2016 2:00 PM			Required Consultation (required by academic department, OSRR, or other campus office)	Scheduled	