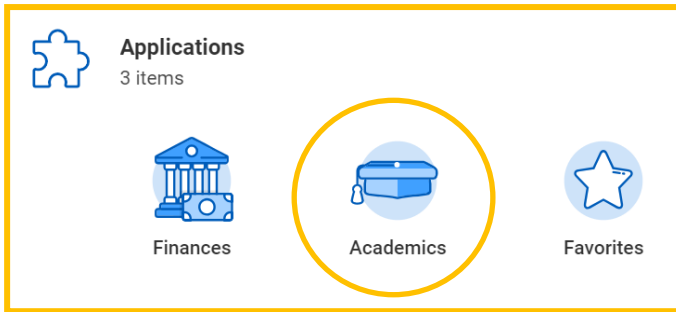


Accessing and Scheduling an Academic Advising Appointment

How to schedule an Academic Advising Appointment in Workday

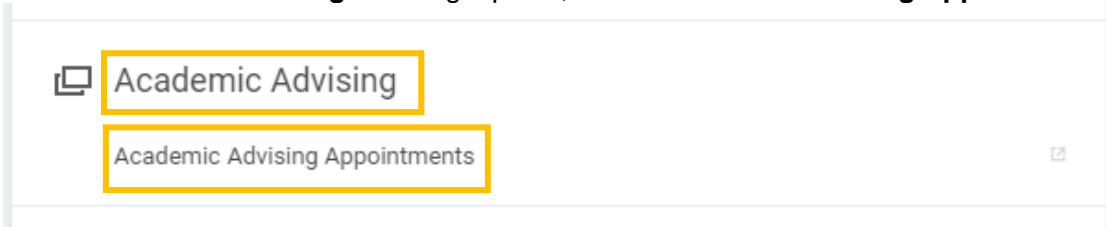
STEP 1

After logging into Workday Select **Academics**



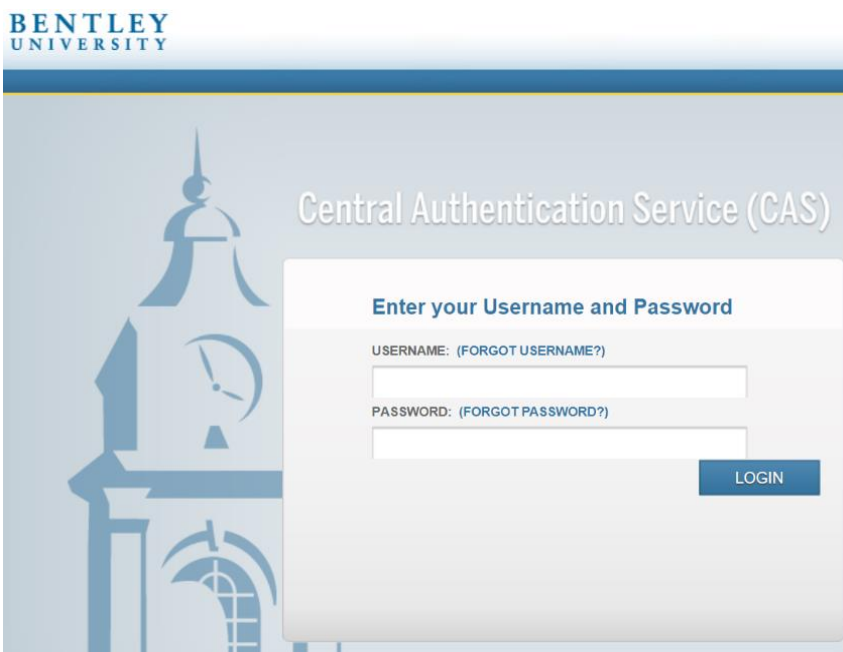
STEP 2

Under **Academic Advising** in the right panel, select **Academic Advising Appointments**



STEP 3

Sign in through the Central Authentication Service (CAS) using your Bentley **shortname** and password



STEP 4

Navigate the Bentley University Insight platform to make your appointment

