Success@Furman
Appointment Scheduling Instructions

1. Log into your Success@Furman account
Log into your MyFurman account, and select Success@Furman from the center tiles. You may need to log in again using your Furman credentials. ➔ Once logged into Success, click the three lines in the top left and select MySuccess Network.

2. Find the user you would like to meet with
Search for their name in the search bar ➔ They may already be connected to you

Selecting the office or department from the service tiles will provide a list of everyone in that department
3. Access their calendar

Once you have located who you would like to meet with, the arrow to the left of their name will give you an option to schedule an appointment if they have their calendar enabled.

4. Select a meeting time

Once you have selected a date and time, continue through the questions and confirm your appointment. You will receive email confirmation of the date and location of your appointment.