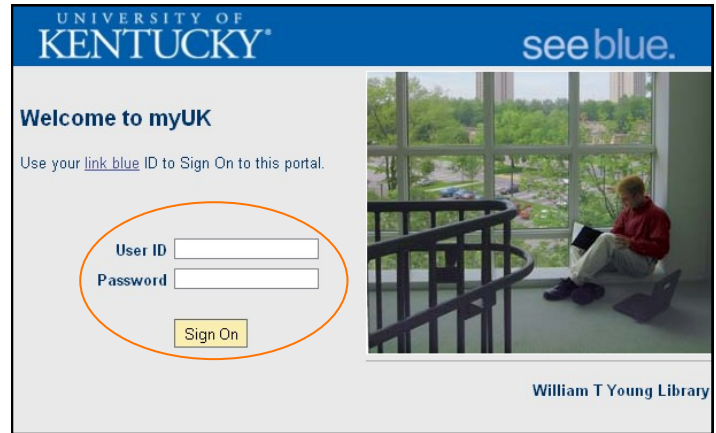


How to schedule a check-in session with the Office of International Affairs

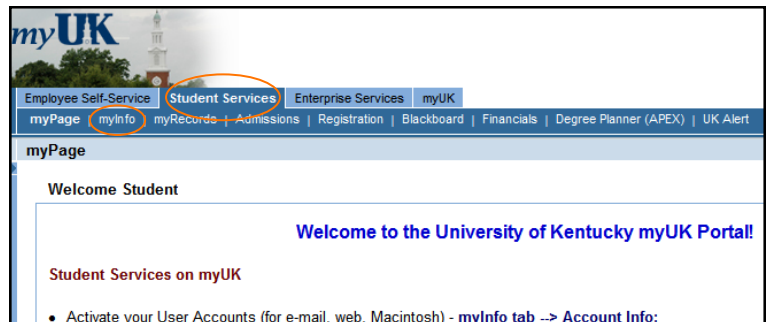
If you have not done so already, activate your linkblue account by following the directions at <http://bit.ly/hCMUM8>

Your linkblue user name (sometimes referred to as your "active directory" or "AD" account) is established upon admission to the University and can be found in your letter of admission.

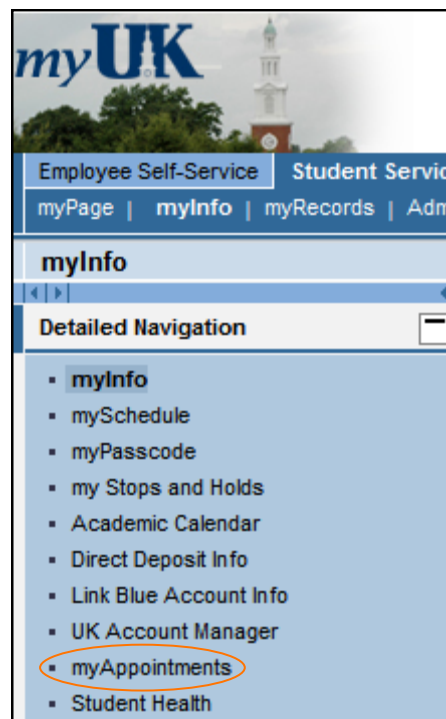
Visit <http://myUK.uky.edu> and log in using your linkblue credentials



- From the home screen on myUK,
select the **Student Services** tab
select the **myInfo** tab



- In the column on the left side, click **myAppointments**



In the column on the right, select **International Student and Scholar Services (ISSS)** as your academic consultation department

||Departments|| ||Appointments|| ||Workshops|| ||Study Groups||

Welcome
Your major:

Advising Departments:

Your advising department(s):
 College of Arts & Sciences

Other advising departments:
 Biosystems & Agricultural Engineering
 College of Agriculture
 College of Communications & Information Studies
 College of Design
 College of Engineering- Mechanical Engineering
 College of Nursing
 Gatton College of Business
 Health Sciences
 Undergraduate Studies

Academic Consultation Departments:

AMSTEMM
 Center for Academic Resources & Enrichment Services (CARES)
 Center for Student Involvement
 First Scholars Program
 International Student and Scholar Services (ISSS)
 Pre-Pharmacy Advising/Consultation (College of Pharmacy)
 Robinson Scholars Program
 Student Support Services
 The Study

Click the **Workshops** tab.

Make sure to select "Workshops" and NOT "Appointments" -- this is a common mistake.

||Departments|| ||Appointments|| ||Workshops|| ||Study Groups||

International Student and Scholar Services (ISSS)

Welcome
Your major:

Your appointments
 You currently do not have any scheduled appointments in this department

To schedule an appointment with a Advisor select from the available appointment categories:

International Student

6. View the calendar at left and select the date on which you wish to check in; you will be presented with a list of possible times. To schedule your check-in, double-click inside the box of your preferred time. You will receive a confirmation email in your UK (linkblue) email account.

||Departments|| ||Appointments|| ||Workshops|| ||Study Groups||

International Student and Scholar Services (ISSS)

Welcome
Your major:

Click on a workshop below to schedule

Pick a date in blue Currently selected date: 8/15/2011

August 2011						
<						>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	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	1	2	3
4	5	6	7	8	9	10

Workshop	Date	Start Time	End Time	Location	Space Available
International Student Check-in	8/15/2011	11:00 AM	12:00 PM	207 Bradley Hall	9
International Student Check-in	8/15/2011	1:00 PM	2:00 PM	207 Bradley Hall	10
International Student Check-in	8/15/2011	3:00 PM	4:00 PM	207 Bradley Hall	10
International Student Check-in	8/15/2011	9:00 AM	10:00 AM	207 Bradley Hall	10

7. Once you have scheduled your check-in session, log out and close your browser. Should you need to reschedule, select the **red X** beside your appointment time, then repeat the steps above.

Workshop	Date	Start Time	End Time	Location	Space Available	Cancel?
International Student Check-in	8/15/2011	11:00 AM	12:00 PM	207 Bradley Hall	8	<input checked="" type="checkbox"/>