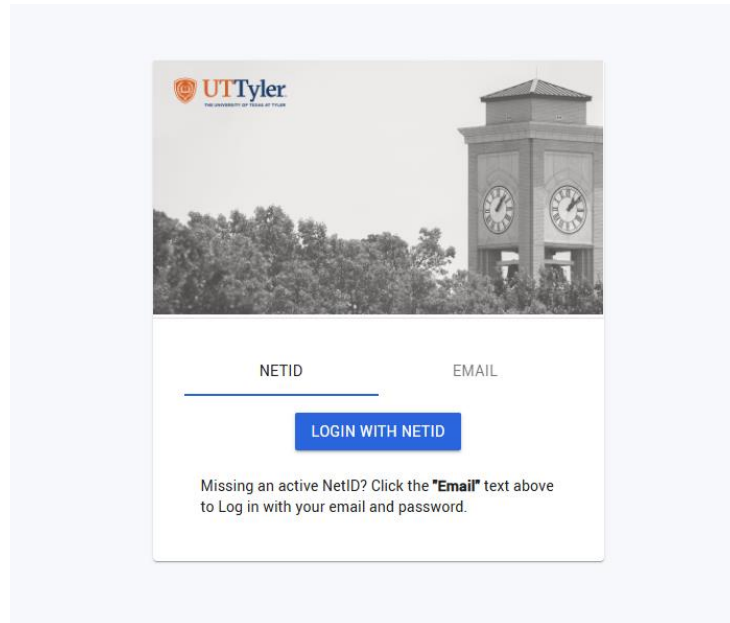


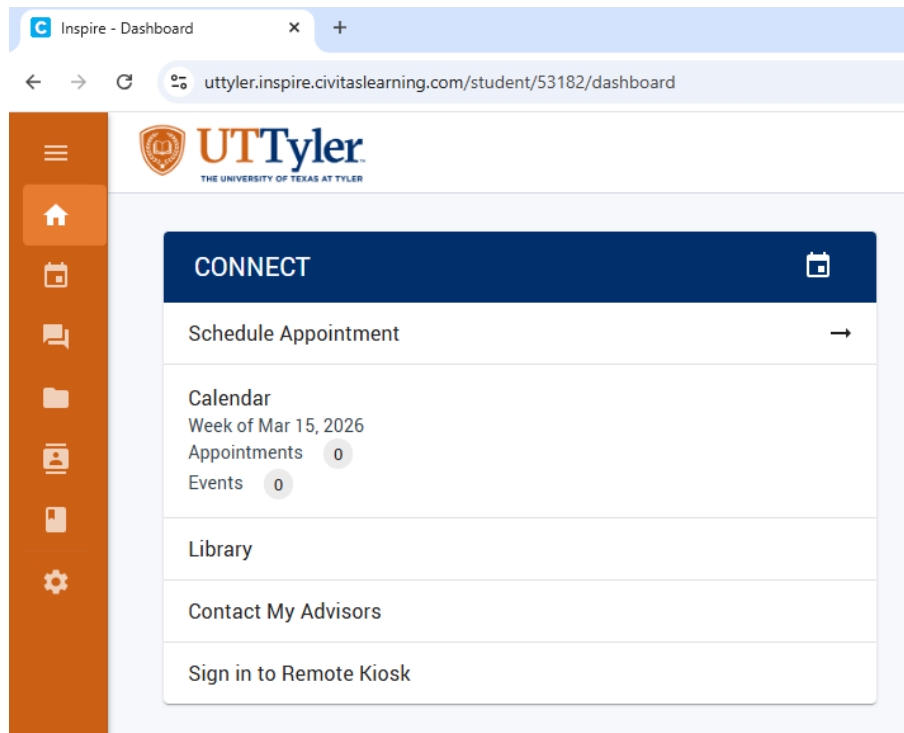
Civitas Scheduling Guide

Step 1: Go to <https://uttyler.inspire.civitaslearning.com/login>

Step 2: Login with NET ID:



Step 3: Under CONNECT, click Schedule Appointment:



Step 4: Select Advisor. Adjust appointment date/time preferences. Click SEARCH (blue).

UT Tyler
THE UNIVERSITY OF TEXAS AT TYLER

Calendar
MY APPOINTMENTS & EVENTS SEARCH APPOINTMENTS

Appointment Type
Appointment Modality
Days of the Week

Search Appointments

Select advisor(s) / staff
★ Monica Negrete
Advisor(s) / Staff

Start Date*
Mar 19, 2026

End Date*
May 18, 2026

Appointment Time - 12:00 AM - 11:59 PM

223 available appointments CLEAR SEARCH

Search to show available appointments

Step 5: Click SCHEDULE (blue) for preferred time.

UT Tyler
THE UNIVERSITY OF TEXAS AT TYLER

Calendar
MY APPOINTMENTS & EVENTS SEARCH APPOINTMENTS

Appointment Type
Appointment Modality
Days of the Week

Search Appointments

Available Appointments (174)

Monday, Mar 30

9:45 AM - 10:30 AM	Negrete Monica ★ Assigned Advisor	📞 📧 👤 -	SCHEDULE
2:15 PM - 3:00 PM	Negrete Monica ★ Assigned Advisor	📞 📧 👤 -	SCHEDULE

Tuesday, Mar 31

9:00 AM - 9:45 AM	Negrete Monica ★ Assigned Advisor	📞 📧 👤 -	SCHEDULE
10:30 AM - 11:15 AM	Negrete Monica ★ Assigned Advisor	📞 📧 👤 -	SCHEDULE
11:15 AM - 12:00 PM	Negrete Monica ★ Assigned Advisor	📞 📧 👤 -	SCHEDULE

Step 6: Select preferred Appointment Modality, Session Topics, and add Session Note (if applicable). Click SCHEDULE APPOINTMENT (blue) to confirm.

The screenshot displays the UT Tyler appointment scheduling interface. A modal window titled "Appointments" is open, showing the following details:

- Select Advisor *:** Negrete, Monica (Assigned Advisor)
- Date:** Monday, Mar 30, 2026
- Appointment Options Table:**

TIME	MODALITY	DETAILS
<input checked="" type="radio"/> 9:45 AM - 10:30 AM		Ratliff Building South 2031 I will send a Zoom ...
<input type="radio"/> 2:15 PM - 3:00 PM		Ratliff Building South 2031 On the day of your ...

Date/Time: Monday, Mar 30, 2026 9:45 AM - 10:30 AM

Appointment Modality *: Virtual Meeting (Virtual Meeting: I will send a Zoom link the day of the appointment)

Session Topics *: [Dropdown menu]

Session Note: [Text area]

Visible to advisor: [ATTACH button]

Buttons: CANCEL, SCHEDULE APPOINTMENT

Step 7: See confirmed booking message below. Confirmed appointments should also send an automated email to students' patriot accounts (below).



Hi, Karyme!

Your Appointment Has Been Booked

Your In Person appointment with Negrete Monica on Apr 1, 2026 at 9:00 AM has been confirmed. A confirmation email has been sent.

DOWNLOAD EVENT

VIEW MY APPOINTMENT

BACK TO DASHBOARD

[EXTERNAL] Monica Negrete : Appointment

Wed 4/1/2026 9:00 AM - 9:45 AM

✓ Accept

✗ Decline

📧 Follow



This message came from outside your organization.

Report Suspicious



UT Tyler
THE UNIVERSITY OF TEXAS AT TYLER

Appointment with Monica Negrete

Your appointment with: Monica Negrete

Appointment

When:
Wednesday, Apr 1, 2026, 9:00 AM - 9:45 AM(CDT)
Where:
In Person:
Ratiff Building South 2031

Session Topics:
Registration

Session Note:
Test

<https://uttyler.inspire.civitaslearning.com>

Please do not reply to this email. This email was sent by your institution via Civitas Learning.