

How to Schedule an Appointment

1. Go to www.sds.usf.edu and click on the 'AccessSDS' tab in the upper left hand corner or click on the 'AccessSDS' icon.
2. On the page titled AccessSDS, click on the 'AccessSDS STUDENT' icon.
3. Enter your USF NetID and Password
4. Click on the 'Schedule an Appointment' link.
5. On the "Welcome to the Online Appointment Scheduling Wizard" page, read over the information and click the 'Schedule an appointment' link.
6. There are two different views you can use to schedule your appointment, Calendar view and List view. List view allows you to see all the availability for a single day, while calendar view shows all of the availability throughout the week.

List view

- a. Select the specific type of appointment you want to schedule by selecting the drop down arrow next to "Appointment type filter".
- b. Click on the calendar icon and select the date which you want to schedule your appointment (Note: you cannot schedule an appointment for the same day in which you are scheduling).
- c. Once you have selected the day, your coordinator's availability will appear. Select the time in which you would like to schedule your appointment and click on 'Schedule this time slot'.

Calendar view

- d. Select the specific type of appointment you want to schedule by selecting the drop down arrow next to "Availability type filter".
 - e. To see your coordinator's availability on different week, click on the down arrow next to "today" in the upper left hand corner of the calendar and select a date.
 - f. Your coordinator's availability for the week will be shown in the calendar, click on the gray box with the desired date and time to schedule your appointment
 - g. In the pop-up confirmation box select OK.
7. On confirmation page, review all of the appointment details and provide details for the appointment in the Booking information textbox.
 8. Once you have reviewed the appointment details and provided all necessary information, click 'Confirm this booking'.
 9. A message will appear thanking you for your submission and you will receive an email with the details of your scheduled appointment.

How to Cancel an Appointment

1. Go to www.sds.usf.edu and click on the 'AccessSDS' tab in the upper left hand corner or click on the 'AccessSDS' icon.
2. On the page titled AccessSDS, click on the 'AccessSDS STUDENT' icon.
3. Enter your USF NetID and Password
4. Click on the 'Schedule an Appointment' link.
5. On the menu bar, select the 'Calendar' tab.
6. This page contains the details for all of your scheduled appointments.
7. Under the options column, click the 'Cancel' button for the appointment, in the pop-up box click OK.
8. A message will appear stating "Successfully cancelled the appointment".
9. If you do not see a 'Cancel' button, please contact SDS at 813-974-4309.