

**This document provides you step by step instructions how to schedule advisement appointments on your own**

## How to access LoboAchieve

If you have an existing UNM NetID (email), you will use the same ID/password to log into [LoboAchieve.unm.edu](https://LoboAchieve.unm.edu)

If you have been accepted to UNM but not yet setup a NetID you can do that here: <https://netid.unm.edu/>

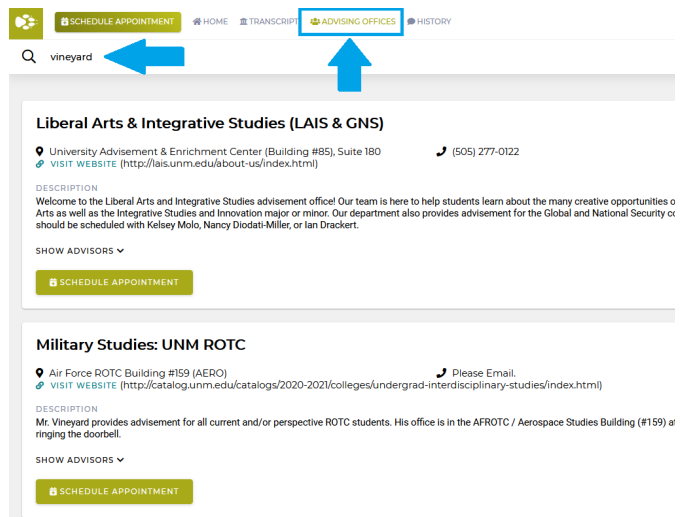
If you are not a UNM student, you can access LoboAchieve by following the “create an account” steps provided, but **please** do not do this if either of the above options apply.

## Finding the appropriate Advisor

If Brian Vineyard is not currently listed under your advising offices, you will enter “**Vineyard**” in the ‘Search Advising Offices’ field of the ‘Advising Offices’ tab. This search will then direct you to the ‘Schedule Appointment’ link providing his calendar of available appointment times and posted walk-in hours.

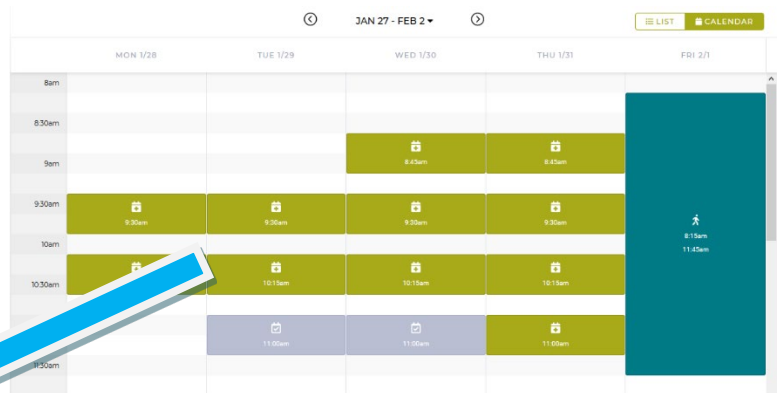


Note, the default view is **List**, but the **Calendar** option is another choice to use during the scheduling process.



## To schedule an appointment

1. Once you click on your preferred time, you will need to enter a reason for the appointment.



2. You can then click on ‘schedule’ to set your appointment.
3. If you wish to cancel or edit the appointment, please click on the listing again or email [vineyard@unm.edu](mailto:vineyard@unm.edu) prior.