



# eScheduler

## Student Scheduling Protocol

### Accessing the Scheduler

Students will go to [www.butler.edu/speakerslab/scheduler](http://www.butler.edu/speakerslab/scheduler). Read the instructions and click **Login**.

### Scheduling an Appointment

After navigating to the scheduler, follow the steps below to schedule an appointment.

- 1 Enter your **Username** and **Password**. Unless you customize the system, the username will be your official Butler University username, e.g. jdoe, and the password will be a randomly assigned number sent to you via e-mail. Click **Login**. NOTE: See “Changing Your Username/Password” to change your login information.

Butler University Speakers Lab  
Online Appointment Scheduler

4600 Sunset Avenue  
Indianapolis, IN 46208  
USA (317) 940-8354

Make Appointment | My Calendar | My Appointments | My Profile | Login

**Login**

**Registered users:**  
Please enter your username and password to access your account.

Username:

Password:

[Forgot your password?](#) [Get help with password](#)

[Forgot your username AND password?](#) [Get help with login](#)

- 2 Click on the desired **Service**.

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| Services   | Business Hours   |
|--|--|
| <b>Group Session (All Courses)</b><br>Required and optional group sessions for courses including JR 424, MG 101, and MK 385<br><input type="button" value="Make Appointment for Group Session (All Courses)"/>   | Sunday 06:00 PM - 09:00 PM<br>Monday 11:00 AM - 12:00 PM<br>01:00 PM - 09:00 PM<br>Tuesday 11:00 AM - 12:00 PM<br>01:00 PM - 09:00 PM<br>Wednesday 11:00 AM - 12:00 PM<br>01:00 PM - 09:00 PM<br>Thursday 11:00 AM - 12:00 PM<br>01:00 PM - 09:00 PM<br>Friday Closed<br>Saturday Closed |
| <b>Individual Session (SH 102 ONLY)</b><br>Required and optional individual sessions for SH 102 ONLY<br><input type="button" value="Make Appointment for Individual Session (SH 102 ONLY)"/>   |  |
| <b>Individual Session (MG 318/419 ONLY)</b><br>Required and optional individual sessions for MG 318/419 ONLY<br><input type="button" value="Make Appointment for Individual Session (MG 318/419 ONLY)"/>   |  |
| <b>Individual Session (All Other Courses)</b><br>Required and optional individual sessions for courses including MK 483, SH 318, and SH 415; for SH 102 and MG 318/419 be sure to select appropriate service<br><input type="button" value="Make Appointment for Individual Session (All Other Courses)"/> |  |



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- 3 Select the **Service Location**. **Fairbanks Center, Room 140** or **Fairbanks Center, Room 250** can be selected. Click **Check Availability**.

- 4 Navigate to the desired month and day. Appointments for that day will appear; already scheduled appointments will be grayed-out. Click on the desired time.

- 5 The scheduler will go to the **Review and Confirm** tab. Enter requested information in the **Appointment Information** form. Form will vary based on appointment. Some fields are required to complete the scheduling process.

- 6 Select your e-mail preference. The default behavior (shown below) is recommended.



**Butler University**

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- 7 Review the **Appointment Cancellation Policy** and the **Appointment No-Show Policy**. If you agree to those policies, click **Make Appointment**.
- 8 Soon after, you will receive an e-mail confirming your appointment—assuming you have selected that option.

## Existing Appointment Query

- 1 While logged into the scheduling system (or after logging in to the system) click on the **My Appointments** tab.



- 2 A list of all scheduled appointments will appear. You can choose to **Reschedule** an appointment (see “Rescheduling an Appointment”) or **Cancel** an appointment (see “Canceling an Appointment”) or click **Details** for more information about the appointment, including location.

## Rescheduling an Appointment

- 1 While logged into the scheduling system (or after logging in to the system) click on the **My Appointments** tab.



- 2 A list of all scheduled appointments will appear. Click **Reschedule** on the appropriate appointment.

| Date/Time                             | Appointment Summary  | Actions                         |
|---------------------------------------|--|---------------------------------|
| 01/30/2006<br>04:30 PM - 05:00 PM EST | Confirmation: 3051436743<br>Service: Individual Session (SH 102 ONLY)<br>Status: Confirmed | Details<br>Reschedule<br>Cancel |

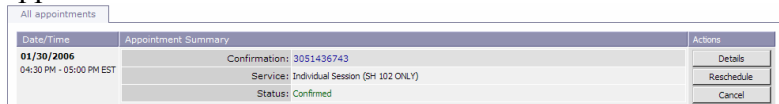
- 3 Select a new month, date, and/or time by navigating through the calendar, as in Step 5 of “Scheduling an Appointment.” Click on the desired time.
- 4 If the time you have selected is correct, click **Reschedule**.
- 5 Soon after, you will receive an e-mail confirming that you have rescheduled the appointment—assuming you have selected that option.

## Canceling an Appointment

- 1 While logged into the scheduling system (or after logging in to the system) click on the **My Appointments** tab.



- 2 A list of all scheduled appointments will appear. Click **Cancel** on the appropriate appointment.



- 3 If you are absolutely sure you want to cancel the appointment, click **Yes, Cancel Appointment**.
- 4 Soon after, you will receive an e-mail confirming that you have cancelled the appointment—assuming you have selected that option..

## Self-Scheduling Limitations

The following limits on student self-scheduling are in place to protect the integrity of the schedule:

- a student cannot cancel an appointment within the twelve (12) hour period preceding the appointment;
- a student cannot reschedule within the twelve (12) hour period preceding the appointment;
- a student cannot schedule within the four (4) hour period preceding an appointment; and
- a student cannot schedule more than five (5) future appointments for a particular “service,” i.e. group sessions, SH 102 Individual Sessions, etc.

If you have a special circumstance, please contact Speakers Lab.

## Important Reminders

To prevent problems, keep this in mind:

- The scheduler will not update without user intervention. Use the **Refresh Button in appointment scheduler—not the Microsoft Internet Explorer function**—frequently.
- The **Back** and **Forward** functions in Microsoft Internet Explorer can lead to unpredictable behavior within the scheduler. Avoid using these functions.

## Changing Your Username/Password

Follow the steps below to change your username and/or password.

- 1 While logged into the scheduling system (or after logging in to the system) click on the **My Profile** tab.



- 2 Your current **Username** and **Password** information will appear. Change the information as desired. **Username and Password cannot contain non-alphanumeric characters, e.g. \$, &, \*, @, etc.** Click **Update**.

## Password/Username Query

In the event you forget your username and/or password, follow the steps below.

- 1 On the **Login** screen, click **Get help with password** or **Get help with login**, depending upon your situation.

- 2 Provide the information requested, i.e. **Username** (if requested), **E-mail Address**, and **ZIP/Postal**. **The ZIP/Postal is 46208 for all users.** The actual screen may vary.