Scheduling Appointments in My Journey
Overview of Steps

1. Access My Journey (journey.case.edu)
2. Complete Single Sign On
3. Complete Duo Authentication
4. Click Schedule Appointment
5. Choose Navigator
6. Choose Location
7. Choose Topic
8. Choose Date & Time
9. Add Comments
Step-By-Step Instructions
Step 1: Access My Journey

journey.case.edu
Step-by-Step Instructions

Step 2: Complete Single Sign On--input CWRU ID and password and by select Login
Step-by-Step Instructions

Step 3: Complete Duo Authentication--select an authentication method

For more information about Duo, visit: case.edu/utech/departments/information-security/duo-security-two-factor-authentication
Step-by-Step Instructions

Step 4: Select “Schedule an Appointment” button
Step-by-Step Instructions

Step 5: Choose Navigator or other Success Team member
Step-by-Step Instructions

Step 6: Choose Location

- In person: Sears 340
- By phone: 216/368-6937
- By phone (international): https://cwrz.zoom.us/j/8657646240
- By video: https://cwrz.zoom.us/j/8657646240
Step-by-Step Instructions

Step 7: Choose Topic

- Academic Support
- Campus & Community Engagement
- Experiential Education
- Other - Please specify
- Personal Wellness & Development
- Post-Graduation/Career Guidance
Step-by-Step Instructions

Step 8: Choose Date & Time

When would you like to meet?

- May 2020
- Monday, May 4, 2020

- 9:00 AM - 9:30 AM EDT
  SCHEDULED

- 9:45 AM - 10:15 AM EDT
  SCHEDULED

- 10:30 AM - 11:00 AM EDT
  SCHEDULED

- 11:15 AM - 11:45 AM EDT
  SCHEDULED

- 12:00 PM - 12:30 PM EDT
  SCHEDULED
Step-by-Step Instructions

Step 9: Select “Add Comments” button
Step-by-Step Instructions

Step 10: Enter comments and select “Save” button
Step-by-Step Instructions

Step 11: View confirmation
Step-by-Step Instructions

Step 12: Check My Journey for appointment confirmation
Step-by-Step Instructions

Step 13: Check email for confirmation
Step-by-Step Instructions

Step 14: Add to your calendar

[Image of an email with a confirmation for an advising event on May 4, 2020, from Aaron Baker Benjamin. The email includes details about the event and a link to download the appointment details in iCal format.]
Thank You!

For help with My Journey, contact the University Technology Help Desk:

- help@case.edu
- 216/368-4357