Accessing the virtual advising queue

Student Instructions
Log-in to Archivum

- Students will log-in to MyUSF > Business Systems > Archivum
- Once in Archivum, students will:
  - Go to Student Portal > Appointment Scheduling
- Under Appointment Scheduling, students select “Get in Line” for a virtual drop-in with an advisor
“Getting in Line”

- Students will “get in line” by completing the form in Archvium
  - This is similar to making an appointment with your academic advisor

- Indicate whether you want to meet with your advisor by Microsoft Teams or phone
  - Confirm your email address in the student information section
  - Make sure that the phone number you provide is the best number to contact you
  - If you select Microsoft Teams, please make sure you have access and stay logged in to either the desktop or web-based application of Teams
“Getting in Line”, cont.

- Select your campus, College, and major
- If the advising office is accepting drop-ins, students should see a notification indicating how many students are ahead of them
- If the advising office is not accepting drop-ins, students will see a notification informing them that the advising office is not accepting drop-ins at this time
“Getting in Line”, cont.

- If the advising office is accepting drop-ins, students will provide the reason for their drop-in, similar to when students make an appointment with their academic advisor.
After “getting in line”

• Once a student “gets in line”, a confirmation screen will appear

• **NOTE:** You will NOT be notified when you are next in line
  - Students can continue to check back on the confirmation screen and can click the refresh button, or by going back to Appointment Scheduling and “checking their status”
  - **Do not hit the browser’s refresh button**

• Students can only “get in line” for one College at a time
Giving up your spot in line

- At any point, students can ‘give up’ their spot in line.
- If a student gives up their spot in line, they will need to re-sign up for a drop-in appointment.
  - NOTE: You will not be able to get your spot back in line if you give it up.
Questions?

Email us at usfsp-advising@usf.edu