Starting Spring 2015, the Advising Center will only be scheduling advising appointments using GradesFirst. You must be officially assigned as an advisee to an Advising Center professional advisor to be able to schedule an appointment.

**Step 1:** Sign into Grades First by using your username and password after clicking here. This is the same combination you would use if you were signing into any computer on campus or your ECSU email.

**Step 2:** After signing in, you will be directed to a home screen containing a link to “Schedule an Advising Appointment” which you can click and follow instructions to schedule:

![Student Home Screen](image)

**Step 3:** Choose “Schedule an Appointment with your Advisor” as reason for appointment and proceed through steps.