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

**How to access LoboAchieve**

You will use your same ID and password as LoboWeb to log into [LoboAchieve.unm.edu](http://LoboAchieve.unm.edu).

**Finding the UNM ROTC and/or GNS Advisor**

If Mr. Brian Vineyard is not listed under your advising offices, you will enter **Vineyard** or **ROTC** or **GNS** in the ‘Search Advising Offices’ field of the ‘Advising Offices’ tab. This search will then direct you to the ‘Schedule Appointment’ link providing Mr. Vineyard’s 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 contact Mr. Vineyard in advance. (vineyard@unm.edu)

Mr. Vineyard’s office is in the AFROTC / Aerospace Studies Building (#159) at the NE corner of Las Lomas & Yale. If you do not have a door access code, please enter through the main (South) entrance by ringing the doorbell.