

# Signing up for Academic Coaching



Knowing and applying good study skills and testing-taking strategies can increase confidence and competence while reducing stress and anxiety. Academic coaching through the Office of Academic Accessibility is available to every student at Messiah University.

## Head to FalconLink

Log into the Messiah University website, head to FalconLink, and type in **Academic Coaching**. Click on the **Academic Coaching** tile.

## Choose a Coach

Once on the **Academic Coaching** page, choose a coach from the drop-down box at the very top of the page. All of the coach's open sessions will show up there.

## Select an Appointment Type

Scroll to the bottom of the page and choose **Recurring** or **Single** appointment. Then choose the Meeting Type - **In Person** or **Online**.

## Request an Appointment

For a **single** appointment, select the day and time and then press **Request Appointment**. For a **recurring** appointment, select a start date, an end date, a day of the week, and a meeting time. Then press **Request Appointments**.

## Confirm and Finalize

If all looks good there, click **Finalize** to complete the request. If changes need to be made, simply click **Cancel/Return** to start again.

## Check Email and Calendar

When an academic coaching appointment request is finalized, it is automatically added to the student's Outlook calendar. In addition, a confirmation message is sent to their Messiah University email.

*Any questions?*

Please drop by the Office of Academic Accessibility (OAA) in Murray Library or email OAA at [oaa@messiah.edu](mailto:oaa@messiah.edu).