How to Make an Appointment with Staff

Log into UDSIS. Click “Self Service” then “UD Appointment Sign Up.”

Follow the steps below. For each step, click on the red circled magnifying glass or list option. Do not type in information!
Click the right pointing arrow to view available appointments at later times. Select “Schedule” to pick the appointment date/time that works best for you.

If you need to cancel a scheduled appointment:

**Log into UDSIS.** Click “Self Service” then “UD Appointment Sign Up” then “Scheduled Appointments.” Click the “Cancel” button next to your appointment time.