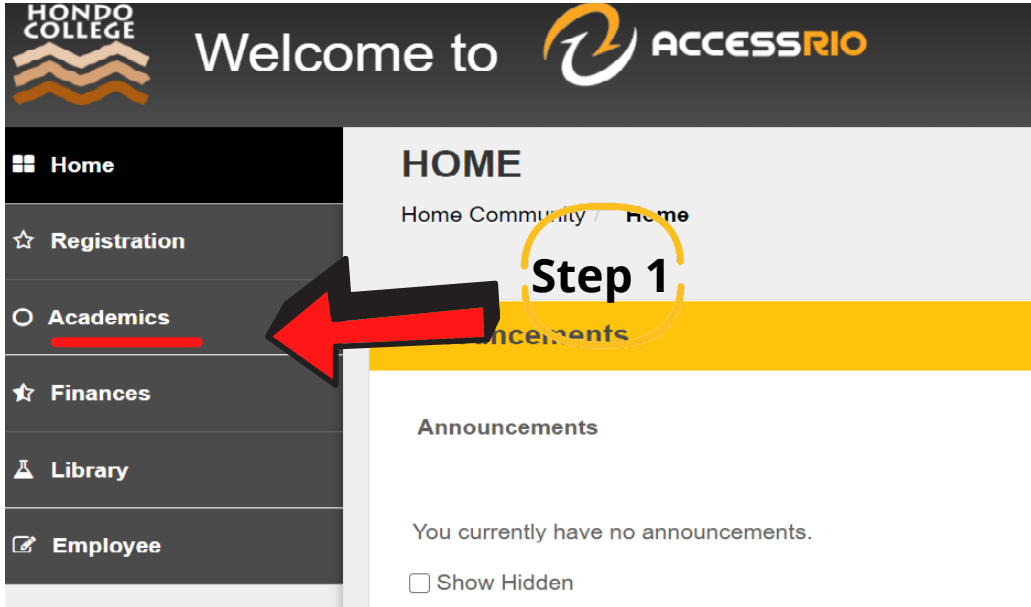


# How to make an appointment through the Counseling Suite

1. Log into your Access Rio account and click on Academics



The screenshot shows the Hondo College AccessRio website interface. At the top left is the Hondo College logo. The main header says "Welcome to ACCESSRIO". A left-hand navigation menu is visible with the following items: Home, Registration, Academics (highlighted with a red underline and a red arrow pointing to it), Finances, Library, and Employee. The main content area shows "HOME" and a breadcrumb trail "Home Community / Home". A yellow banner with the text "Step 1" is overlaid on the page. Below the banner, the "Announcements" section is visible, stating "You currently have no announcements." and a "Show Hidden" checkbox.

## 2. Scroll down the page until you see the Counseling suite button.

### Step 2

Please click on the Canvas logo below for logging in



I affirm that I am the student who enrolled in my course(s) and I am the person who will complete the signed work. Furthermore, I affirm that I understand and agree to follow the regulations regarding academic integrity, personal identification and the information as described in BP 5500 (Standards of Conduct) and AP 5520 (Student Conduct Procedures) which are the Rio Hondo College student conduct rules that govern student rights and responsibilities. I acknowledge that failure to abide by the regulations set in BP 5500 and AP 5520 may result in disciplinary action, including expulsion from the college.

To login to your course, please follow the instructions below:

Your Canvas Username uses this format (see sample below):

First Name dot Last Name Last 4 digits of student ID



#### Counseling Suite A203 Appointment

### STEP 2



#### Career Center Appointment



**3. Click on the Counseling suite button and it will direct you to the Counseling appointment Menu**

# Counseling Suite Appointment Menu

Appointments will be scheduled via ConferZoom.  
Please call us at (562) 908-3410 to schedule an in-person appointment.

**STEP 3** 

Please select the desired option

- Make Appointment**  
*No appointments have been scheduled*
- View or Cancel Appointments
- Drop-in
- View Appointment History
- Logout

**4. Click on make an appointment and you will see the image below.  
Select all:**

Specialty Group Selection

**Please select your field of interest then Click on Continue**

**STEP 4** 

- All**
- Behavioral & Social Sciences
- Communications & Languages
- Public Safety Majors

Go Back

Continue


Continue to next page

5. Here you will be able to make an appointment with a counselor. Click on your desired STEM counselor and the times and days you are available. Our STEM counselors are Viviana Villanueva, Yunior Hernandez and Will Thai.

To make an appointment with Yunior Hernandez please call (562)908-3410.

### Search for Counseling Appointments

Please select the Counselor, day of the week and time of day you prefer.

<b>Day of Week</b> All Monday Tuesday Wednesday Thursday Friday	<b>Start Time</b> 8:00 AM 8:15 AM 8:30 AM 8:45 AM 9:00 AM 9:15 AM	<b>Stop Time</b> 5:45 PM 6:00 PM 6:15 PM 6:30 PM 6:45 PM 7:00 PM	<b>Counselor Name</b> Georgina Bernal JOSEPH QUINTANA Martin Gonzalez Raquel Flores Olson Viviana Villanueva Will Thai
<input type="button" value="Go Back"/>	<input type="button" value="Reset"/>	<b>STEP 5</b> 	<input type="button" value="Search"/>

6. Next a similar picture below will show up. Click your desired appointment.

### Appointment Search Results

Select	Date	Day	Time	Counselor Name
<input type="checkbox"/>	2/23/2022	Wednesday	8:30 AM	Viviana Villanueva
<input type="checkbox"/>	2/23/2022	Wednesday	9:15 AM	Viviana Villanueva
<input type="checkbox"/>	2/23/2022	Wednesday	10:00 AM	Viviana Villanueva
<input type="checkbox"/>	2/23/2022	Wednesday	10:45 AM	Viviana Villanueva
<input type="checkbox"/>	2/23/2022	Wednesday	11:30 AM	Viviana Villanueva
<input type="checkbox"/>	2/23/2022	Wednesday	12:15 PM	Viviana Villanueva
<input type="checkbox"/>	2/23/2022	Wednesday	1:00 PM	Viviana Villanueva
<input type="checkbox"/>	2/23/2022	Wednesday	1:45 PM	Viviana Villanueva

7. Congratulations you have made your appointment.