

Scheduling an Advisor-Student Meeting on P2D2

Follow these easy steps to schedule a meeting with your co-op advisor.
Meetings must be scheduled at least four hours in advance.

I. Log in

- Log into P2D2 at <https://webwise.gtri.gatech.edu/p2d2>
- Your User ID is the first portion of your e-mail address, e.g., gtg111x. Your default password is the first portion of your e-mail address + last two digits of your year of birth + your birth month, e.g., gtg111x8503, for someone born in March of 1985. NOTE: If you changed your e-mail address through Buzzport **prior** to being issued a P2D2 account, your P2D2 User ID and password will be affected accordingly. After logging in, you can change your password to something only you will know.

II. Schedule Meeting

- Click on “Schedule/View Advisor-Student Meetings”
- Select a date to meet with your advisor
- Select an available time slot
- Click on “Schedule Meeting”
- On the next screen, select an entry from the “Reason for Meeting” drop-down menu to indicate the purpose of the meeting
- Include any additional helpful details in the space provided
- Click “Update”

III. Day of Meeting

- Arrive at least five minutes prior to your meeting time and wait in the area closest to your advisor’s office. (The Work Abroad office is located on the first floor of the A. French Building, Suite 112, next to Tech Tower.)
- Your advisor will greet you as soon as he or she is available

IV. Canceling a Scheduled Meeting

- Log onto P2D2
- Click on “Schedule/View Advisor-Student Meetings”
- Locate the date and time of your meeting
- Click on the “Meeting with advisor” link
- On the next screen, click “Cancel Meeting”
- *Note: If you need to cancel a scheduled meeting, you must do so at least four hours in advance. Be sure to cancel any meetings you cannot attend in order to give other students the chance to use your appointment time. If you need to cancel within 4 hours, please contact your advisor directly.*