**How to Use Schedule Builder**

**Step 1**
Login: opus.emory.edu

Tip: Advisors will be asked to enter student data prior to accessing the student’s account.

**Step 2**
Click on the Schedule Builder Tile for Staff.

**Step 3**
The next screen will ask the advisor to enter the student’s information they wish to review.

**Step 4**
When advisors enter the student's information, they will see the Schedule Builder search section like students.

**Step 5**
Advisors can view class schedule entries made by students or build a schedule for students and save it to their favorites.

**Step 6**
Advisors can use Build Schedule to see the student's different options for the term.