ODU / Retain Student Guide

💡 Welcome to Retain's user guide! *Last updated September 8th, 2020*
This guide is being updated for relevant training regarding the ODU Campus Rollout.
For all other questions please email **retain@odu.edu**

Logging In

URL: https://app.retain.io

You will be prompted to login through an ODU login page with your MIDAS ID. Please click "Campus Login?" at bottom of screen, enter school code of **odu** and hit Go!

Google Chrome is the preferred web browser, however Firefox or Internet Explorer are still accepted.

https://www.loom.com/share/0148c43507744e0e8efccc593d15c199

Video on how to log in

Student Dashboard

Once you are logged in, your homepage will be your Dashboard. This page will show your current course enrollments, class schedules, and instructor information. On the right-hand side you will also have convenient access to look up your assigned advisor, book a new appointment, or see today's schedule.
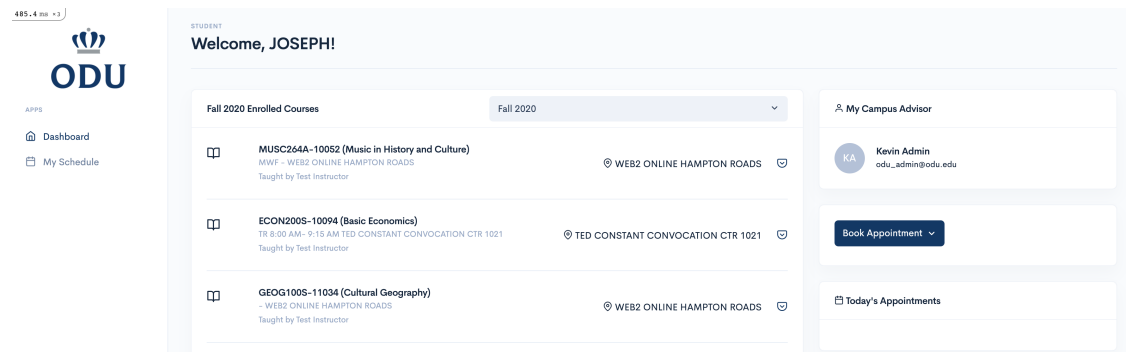
Booking Appointments

Clicking on the **Book Appointment** button the right-hand side of the screen will present you with a list of available services. At the current time, these services include:

- Academic Support Services

- Advising

- Tutoring

- University Libraries

Based on the type of appointment you are intending to schedule, you will be presented with a few questions to help direct you to the proper department.

Location - Choose the necessary location that you are trying to schedule for. This may be your College, Building, or Center (ex: Student Success Center)

Reason - Choose the reason for the appointment from the provided options. If the list does not apply, please select "Other" and type up a brief comment about the intended reason for the appointment

Date - Select the date that you are interested in meeting

Host - If multiple appointment hosts are available, you will have the option to choose one that meets your schedule

Meeting Time - You will be presented with available time slots to select a time that works for you

✉ **Once the appointment is created you will receive an email notification that will include additional appointment details!**