

## Scheduling a TIAA Individual Counseling Session

To schedule an individual counseling session with the University of Hartford's TIAA consultant, please visit the University of Hartford's TIAA microsite below, and follow steps 1-5.

<https://www.tiaa.org/public/tcm/hartford/home>

1. When you click on the above link, click on the header "**INSIGHTS & GUIDANCE**" at the top and scroll down to the bottom of the page. Select the "**Schedule Today**" black box in the yellow section at the bottom of the page.
2. A new window will appear titled "**Consultations & Seminars**". It will automatically default to University of Hartford, and display the available dates when the University's TIAA consultant will be on campus.
3. Choose the date that best suits your schedule, and click on the "+" sign to open up the date and select a time to register by clicking on the blue "**Register**" hyperlink.
4. Proceed through the next screen by filling in all of the required information, then select the orange "**Schedule Consultation**" button.
5. You will receive an email confirmation of your scheduled appointment at the email address you provided in the above section.

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If you do not have access to the Internet, or if you have difficulty using TIAA-CREF's electronic scheduling system, please contact TIAA's toll free number at **1.800.732.8353**.