



# BUFFALO STATE

The State University of New York

# How to Login & Schedule an Appointment in Your Bengal Success Portal (BSP)



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**Coordinator of Advisement Student Systems  
& Senior Academic Adviser**

**Student Success and Retention**

**Butler Library 149-C**

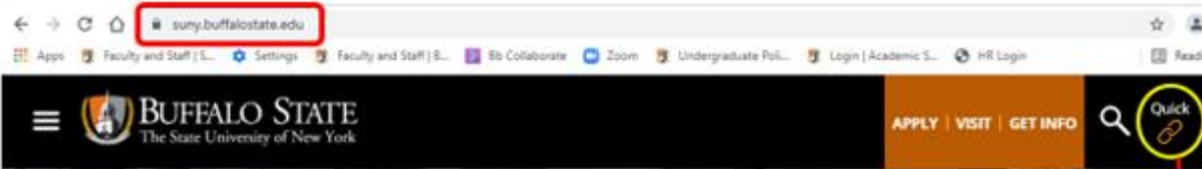
**[HUDSONRJ@buffalostate.edu](mailto:HUDSONRJ@buffalostate.edu)**

**[Academic Advisement Website](#)**

**[www.buffalostate.edu](http://www.buffalostate.edu)**

# How to Login to Your BSP

How to access your BSP <https://suny.buffalostate.edu/>.



**Step 1:** Select the **Quick Links Icon** [Upper Right]

**Step 2:** Select **MYBUFFSTATE**

**Step 3:** Select the **Students Icon**

**Students**

**Step 4:** From your Toolbox, click **Bengal Success Portal**

**A** TOOLBOX

- Banner >
- Bengal Connect >
- Bengal Success Portal >** **B**
- Brightspace >
- Degree Works >
- Report a Concern >
- Student E-mail >
- Taskstream >
- Weigel Student Portal >

**Bengal Success Portal**

The Bengal Success Portal is an online system for communicating with your professors, advisors, and other support professionals.

- C** LOGIN
- Bengal Success Portal [BSP] - Training Guide for Staff & Faculty
- Bengal Success Portal [BSP] - Instructional Videos for Staff & Faculty
- Bengal Success Portal [BSP] - Training Guide for Students
- Bengal Success Portal [BSP] - Tracking Guide

- **[A]** You can view your BSU accounts from your **Toolbox**.
- **[B]** Click on **Bengal Success Portal**.
- **[C]** Click the **login** button.

# How to Login to Your BSP (Cont.)

Log In

Type your username and password

Username **D**

Password **E**

**Sign in** **F**

**Enter your Username [D] and network password [E] and click sign in [F]. Your username is the first part of your BSC email address. Your Username includes everything that is before the @buffalostate.edu.**

# How to Schedule an Appointment

Appointments can be scheduled via your **My Success Network-Your Connections** by clicking the three lines next to Bengal Success Portal and then clicking **My Success Network**.

**Bengal Success Portal**

Quick access to student resources:  
[Banner Login](#)---[Brightspace Login](#)---[Degree Works Login](#)---[Free Tutoring](#)---[Financial Aid Office](#)---[Residence Life Office](#)---[Student Accounts Office](#) ---[Weigel Health Center](#)

**Dashboard**

**My Success Network**

➤ Click **My Success Network**

# How to Schedule an Appointment (Cont.)

The screenshot shows the 'My Success Network' interface. At the top, there is a navigation bar with a hamburger menu icon and the text 'My Success Network'. Below this is a light blue banner with an information icon and the text 'Quick access to student resources:' followed by a list of links: 'Banner Login', 'Brightspace Login', 'Degree Works Login', 'Free Tutoring', 'Financial Aid Office', 'Residence Life Office', 'Student Accounts Office', and 'Weigel Health Center'. Below the banner is a search bar with the placeholder text 'Search services and people'. The main content area is titled 'How can we help?' and features a section titled 'Your Connections' (highlighted with a red box). Under 'Your Connections', there are three advisor profiles: Aaron Daniel Annas (Director - Programs), Robert Hudson (Coordinator of Advisement Student Systems & Senior...), Daniel Blum (Instructor), and Carlos Jones (Associate Dean-Academic Success). A dropdown menu is open over Robert Hudson's profile, showing options: 'Schedule' (highlighted with a green box labeled 'B'), 'Email', 'Call', and 'View Profile'. A green box labeled 'A' highlights the three dots menu icon next to Robert Hudson's name, and a red box highlights the three dots menu icon next to Carlos Jones's name.

- **[A]** Click on the **three dots** next to your Professional Academic Advisor's name.
- **[B]** The **Schedule** link will appear for you to schedule an appointment with your Professional Academic Advisor.

# How to Schedule an Appointment (Cont.)

The screenshot shows a web form titled "Schedule Appointment" for Robert Hudson, Coordinator of Advisement Student Systems & Senior Academic Advising. The form asks "What do you need help with?" and has a dropdown menu with "Advising" selected. The "First Semester Freshman Registration" option is highlighted with a red box and a green callout 'C'. Below the dropdown are three radio button options: "Create my First Semester Course Schedule" (highlighted with a green callout 'D'), "I Would Like to Change my Major", and "Make a Change to my Course Schedule". A yellow callout box 'C' contains the text: "C. Select the First Semester Freshman Registration appointment type." A yellow callout box 'D' contains the text: "D. Select the reason why you are scheduling an appointment. This helps us prepare for the meeting so that we can better assist you." A green callout 'E' is positioned above the "CONTINUE" button, which is highlighted with a red box. A "CANCEL" button is visible at the bottom left.

- **[C]** Select the **First Semester Freshman Registration** appointment type.
- **[D]** Select the **reason** why you are scheduling the appointment.
- **[E]** Click **Continue**.



# How to Schedule an Appointment (Cont.)

**Schedule Appointment**

What day and time works for you?

The appointment times you see do not overlap with your already scheduled appointments.

05-23-2023 → 05-25-2023 Filter: All session types

May 2023

Tuesday, May 23 3 available

- 2:00 pm - 2:30 pm 30m  
Multiple appointment locations
- 2:30 pm - 3:00 pm 30m  
Multiple appointment locations
- 3:00 pm - 3:30 pm 30m

BACK F G CONTINUE

**F. Choose your appointment day and time. Always adjust the date range and select three or more days out to make sure that you are seeing all available days and times. Once you have your day and time you want, select continue.**

- **[F]** Choose your appointment day & time.
- **[G]** Click **Continue**.



# How to Schedule an Appointment (Cont.)

**Schedule Appointment**

**Robert Hudson**  
Coordinator of Advisement Student Systems & Senior Academic Adviser

Does this look correct?

Date and Time  
Tuesday, May 23  
2:00 pm - 2:30 pm

Location  
Butler Library 149

Reason for Visit  
General Advising Visit [View](#)

Course  
[Add course](#)

If you want, tell us a little bit about what's going on so we can help

**H. Choose your location.**

**I. Tell us a little bit about what's going on so we can better assist you. Select Confirm. Your appointment is now scheduled.**

**CONFIRM**

- **[H]** Choose your location.
- **[I]** Provide us with a detailed description of what is going on so we can better assist you.
- **[J]** Click **Confirm**.

# How to Schedule an Appointment (Cont.)

From: Starfish Calendar <[ops-ore2@calendar.starfishsolutions.com](mailto:ops-ore2@calendar.starfishsolutions.com)>  
Date: Mon, Jan 17, 2022 at 10:59 AM  
Subject: Robert Hudson, Complete Withdrawal, 1/19/2022 10:00 AM EST  
To:  <[@buffalostate.edu](mailto:@buffalostate.edu)>

Hi

We're confirming that you have scheduled the following appointment:

Scheduled By:

Meeting With: Robert Hudson and

Date: 1/19/2022 10:00 AM EST

Location: Phone (When scheduling a phone appointment, please remember to leave me your phone number. Thanks!)

Reason for Meeting: Complete Withdrawal

To make changes to your appointment, please go to Bengal Success Portal.

Sincerely,

**K. An email will be sent to your Buffalo State University email account outlining the details of the appointment you just made.**