

## Scheduling a TIAA Individual Counseling Session

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

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

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1. Click on "**INSIGHTS**" from the menu at the top of the page and scroll down to the bottom of the page to "**Advisor Session**". Click on "**Schedule Today**" to initiate this process.
2. A new window will appear titled "**Choose a Consultation Date and Time**", which automatically displays dates that consultations and seminars are scheduled on campus. Choose the date and time that best suits your schedule, and click on the "+" sign. This will display the location and name of the TIAA Consultant.
3. Click "**Choose**" to select a date and time. Proceed through the next screen by filling in all of the required information. Select the orange "**Schedule Consultation**" button.
4. You will receive an email confirmation of your scheduled appointment at the email address you provided in the above section.

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**.