

## Schedule an Appointment

## 1. Search for the student using the Quick Search field

- Staff Alerts 1 • I want to... 2. Click on Schedule an Appointment Message Student Add a Note on this Student Add a To-Do to this Student Report on Appointment Create Request for Appointment 2 Schedule an Appointment Add to Student List
- 3. Select your filters:
  - a. Select the Care Unit
  - b. Select a Location
  - c. Select a Service
  - d. Select a Course (if the meeting is about a specific class)
  - e. Select a Meeting Type
  - f. Add comments if needed

	Care Un	it						
a	Select	a Care	unit					
	Locatior	ı						
b	Please	Select	care u	init to s	select l	ocatio	n v	
	Service							
c		a locat	tion to	select :	service			
	Course							
d	Course						Q	
	Meeting	, Type						
e	Select	meetir	ng type	•			Ŧ	
	Comme	nts						
f								
	Select a	Date						
	September 2022							
	Su	Мо	Ти	We	Th	Fr	Sa	

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4. Select an Organizer (Advisor or other Staff)

Select An Organizer

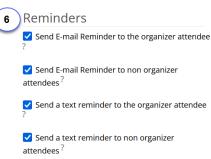
Choose A Time To Meet

SELECT	ORGANIZER	AVAILABLE TIMES
40		For: Appointments Tue 1:30pm - 3:30pm ET (October 3, 2022 - October 7, 2022) For: Appointments FW 330an - 1:30am ET (October 3, 2022 - October 7, 2022) For: Appointments Fri 1:30pm - 2:00pm ET (October 3, 2022 - October 7, 2022) for: Drep-ins Thu 3:00am - 1:200pm ET (October 3, 2022 - October 7, 2022) for: Drep-ins Thu 1:30am - 4:00pm ET (October 3, 2022 - October 7, 2022)
0		For: Appointments Mon, Wed-Thu 8:30am - 12:00pm ET (October 3, 2022 - October 7, 202
0		For: Appointments Wed 1:00pm - 1:30pm ET (October 3, 2022 - October 28, 2022) For: Appointments Wed 2:00pm - 2:30pm ET (October 3, 2022 - October 28, 2022) For: Appointments Wed 3:00pm - 3:30pm ET (October 3, 2022 - October 28, 2022) For: Appointments Wed 4:00pm - 4:30pm ET (October 3, 2022 - October 28, 2022) For: Appointments Fit 1:0020m - 1:1000 mET (October 3, 2022 - October 28, 2022) For: Appointments Fit 1:0020m - 1:000 mET (October 3, 2022 - October 28, 2022) For: Appointments Fit 1:10020m - 1:000 pm ET (October 3, 2022 - October 28, 2022) For: Appointments Fit 1:10020m - 1:000 mET (October 3, 2022 - October 28, 2022) For: Appointments Fit 1:10020m - 1:000 mET (October 3, 2022 - October 28, 2022)

- 5. Select a Time to Meet
  - a. The calendar only displays the week
  - b. If no available appointments display, select a date in a different week from the calendar on the left
  - c. Select an Organizer
  - d. Click on a checkbox associated with the meeting time

Length: v		Availabilities: ?			Show Availabilities for This Course/Service *		
TIME SLOT	10/02 (SUN)	10/03 (MON)	10/04 (TUE)	10/05 (WED)	10/06 (THU)	10/07 (FRI)	10/08 (SAT)
5:00am - 6:30am ET							
6:30am - 7:00am ET							
7:00am - 7:30am ET							
7:30am - 8:00am ET							
8:00am - 8:30am ET							
8:30am - 9:00am ET		0/1 BUSY		0/1	0/1	<u>BUSY</u>	
9:00am - 9:30am ET		1/1 CONFLICTS	BUSY	 0/1	□ 0/1	BUSY	
9:30am - 10:00am ET	5	<b>☑</b> 0/1	BUSY	 0/1	□ 0/1	BUSY	
10:00am - 10:30am ET		0/1		 <u>0/1</u>	□ <u>0/1</u>	BUSY	
10:30am - 11:00am FT							

6. Adjust the reminders if needed



7. If needed, schedule the meeting to repeat

## Repeat This Appointment?



8. Save the appointment