# EAB

UH Quick Start Guide: Check-in by Appointment Center

Checking in Students for Scheduled Appointments

Select **Appointment Center** by clicking on "Additional Modes" on the lower right corner of the home screen. Select the appropriate location.

Search for the student name or ID number. The student's appointment details will appear and there is a "Check In" button that you can use to check the student in for their appointment. You can then "Checkout" the student when the appointment has been completed.
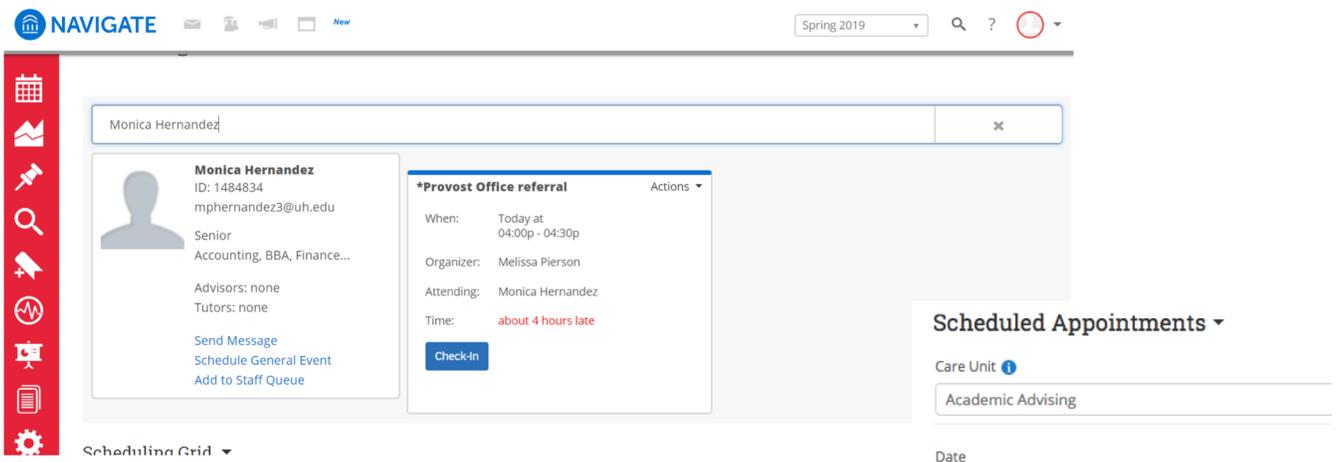
Or, click the arrow next to **Scheduling Grid** and select "Scheduled Appointments."

Find the students name, click the arrow next to Actions, and click Check In.
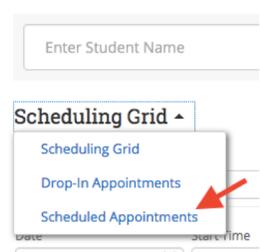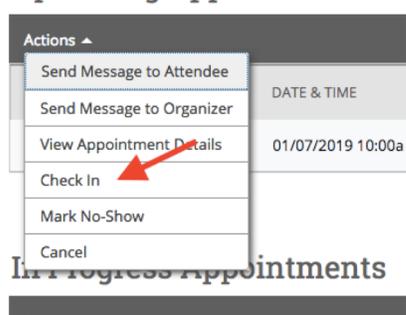
Note: The advisor should receive a notification when the student is checked in. If an advisor wants to change their notification settings or see who is checked in, ask them to check the **Appointment Queue** tab on their Home page of Navigate.

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Checking in Students for Drop-in Appointments

Select **Appointment Center** by clicking on "Additional Modes" on the lower right corner of the home screen. Select the appropriate location.

Add the student's name and click the arrow next to **Scheduling Grid** and select "Drop-In Appointments."

Select the service and staff, and click Add to Staff Queue.

Scheduling Grid ▲

Scheduling Grid

Drop-In Appointments

Scheduled Appointments

Date   Start Time

Drop-In Appointments ▾

Care Unit ⓘ

Academic Advising
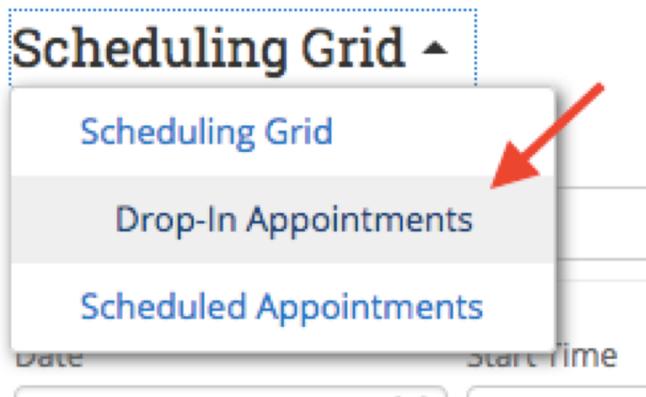
Add to Staff Queue

Select a specific advisor or select

Note: The advisor should see the list of students waiting for a drop-in appointment in the **Appointment Queue** tab and can select the next one to call back.

Creating Appointments with the Appointment Center

Front desk staff can assist students in making a future appointment. Enter the student's name or ID number and choose the care unit, service, date, and time range to locate advisor availability. You can choose a specific advisor or just use the "Find First Available" button. You are able to schedule an appointment for the future based on appointment settings chosen by each location or find time that same day for the student to "drop in" based on an advisor's availability.

Click on a white space on the scheduling grid, which indicates available time. **You should not override conflicts that are in the gray boxes unless asked to do so by the advisor.**
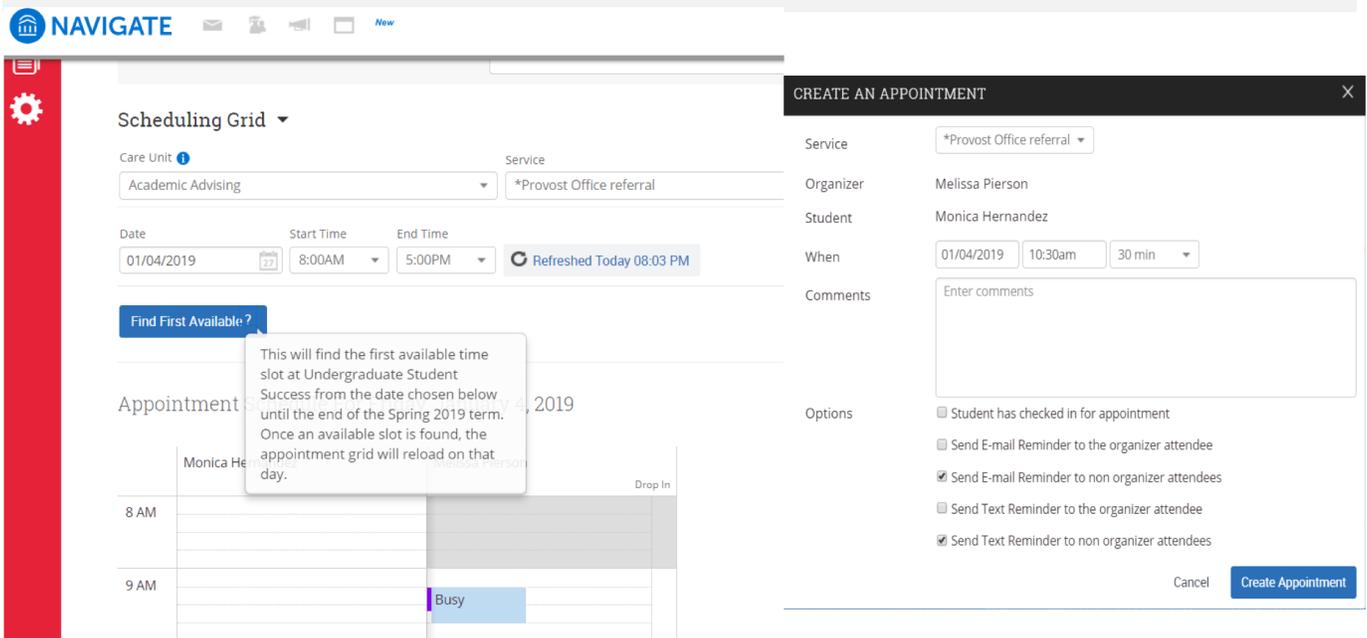
Clicking into the white box will prompt the "Create an Appointment" pop-up to appear. Appointment details will be auto-populated based on the selections already made. Choose the notification options as requested and click "Create Appointment."