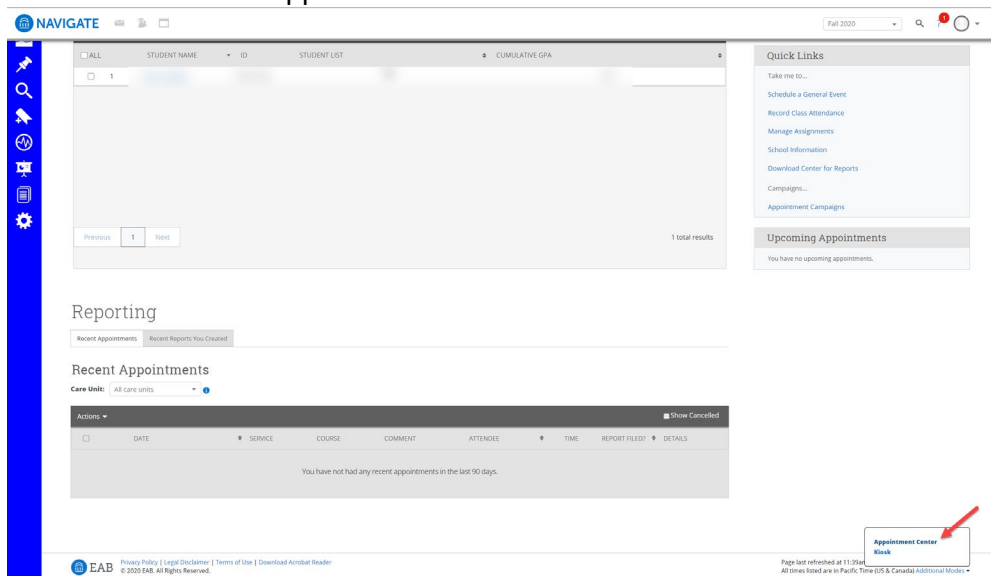


HOW TO CREATE AN APPOINTMENT USING THE APPOINTMENT CENTER

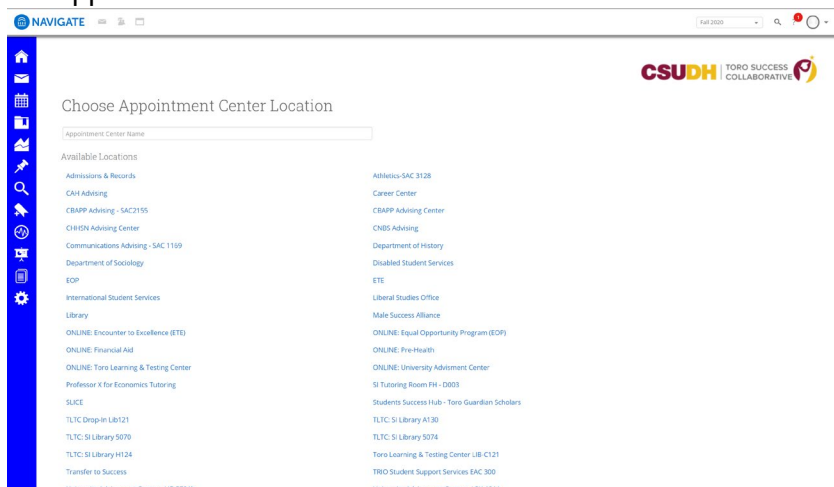
This feature is primarily used by staff, especially front-desk workers or others who help to manage appointment scheduling at a specific location.

The Appointment Center allows staff at a location (for example, a front desk worker at a Tutoring Center) to manage appointments for that location. That includes managing the scheduling grid, scheduling appointments, edit appointment details, and cancel appointments. Staff can also view a list of drop-in and scheduled appointments for the day or week. Login in to TSC.

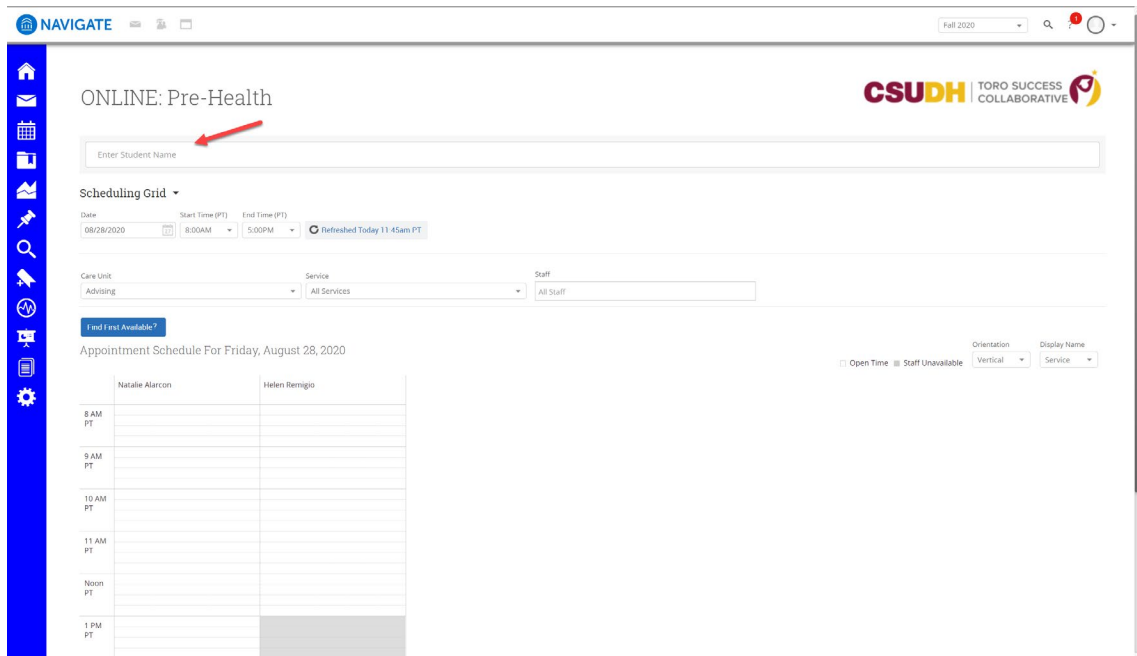
1. To open the Appointment Center, scroll all the way to the bottom and click on Additional Modes and click on Appointment Center.



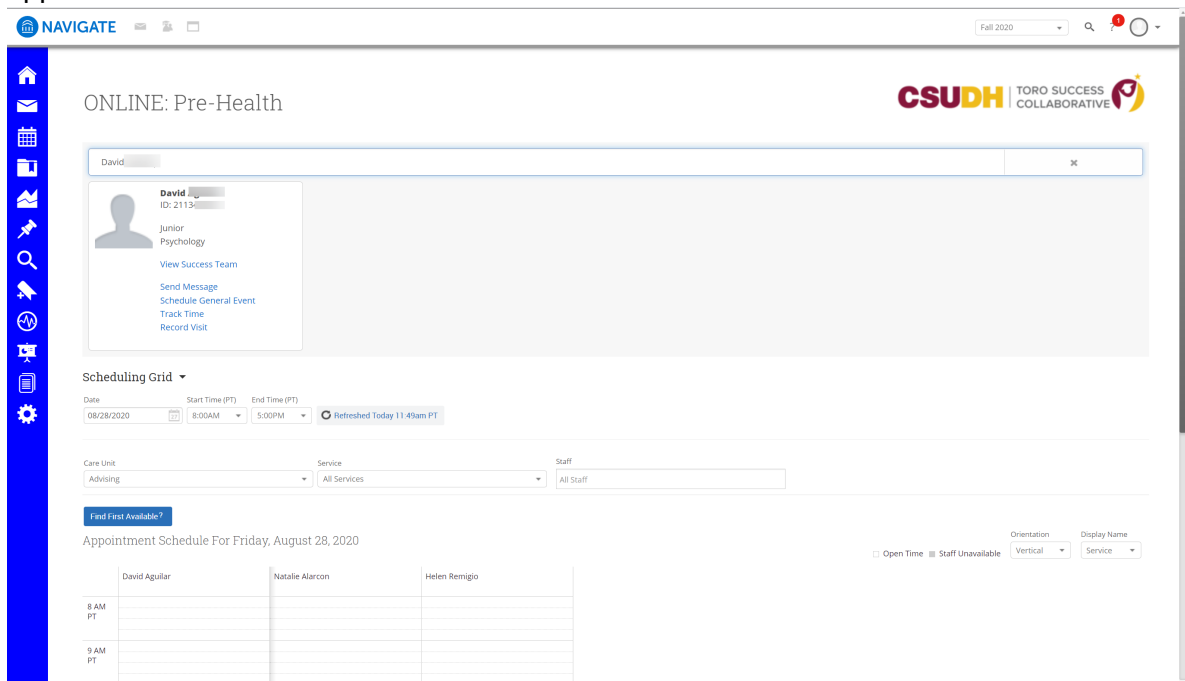
2. Once you open Appointment Center using the link, you will be taken to a screen to choose a location to schedule an appointment at. Select the location you want to make the appointment with.



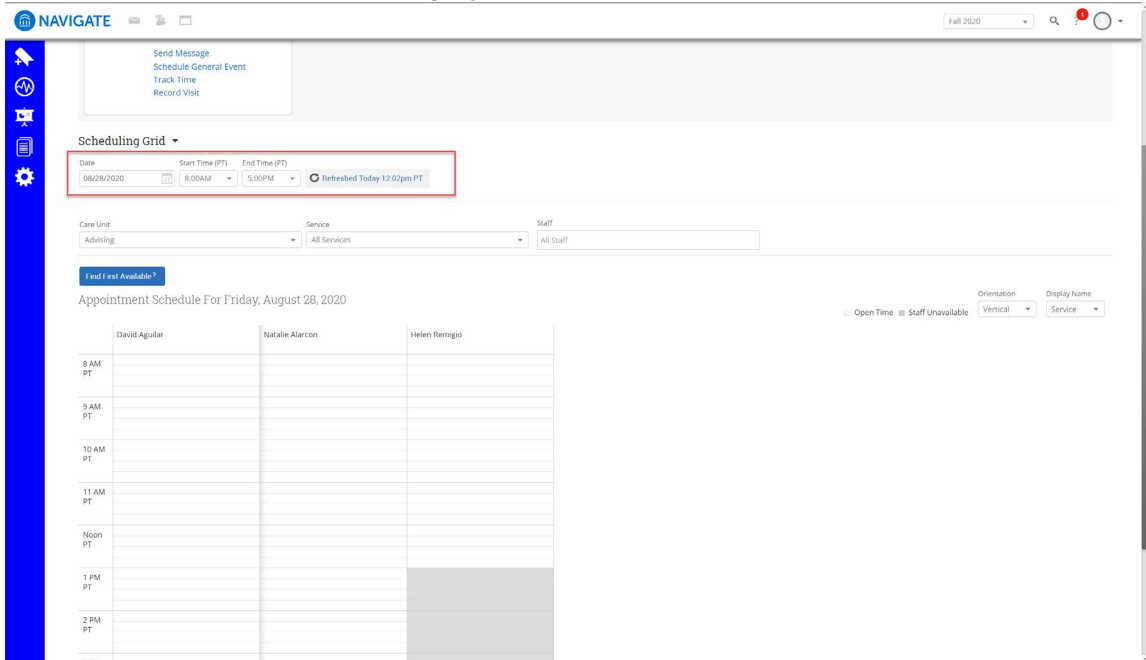
3. Enter the student's name or id.



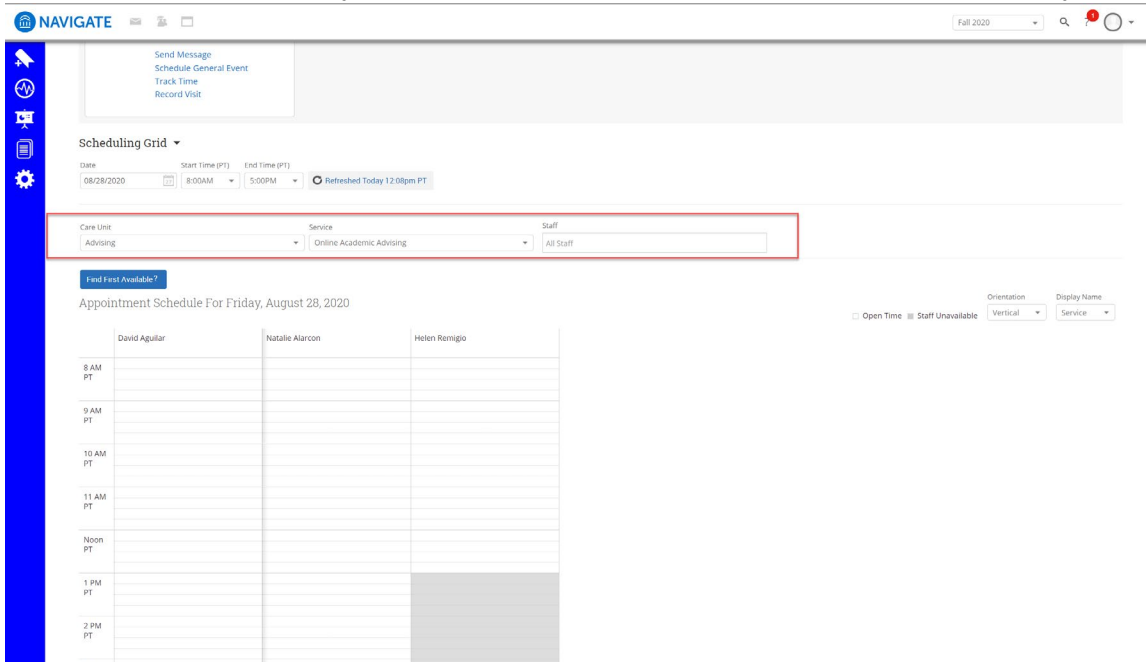
4. The student's name will display and if the name is a common name, make sure you select the correct student. Once you select the student, the student's profile will display. This is a good time to verify that this is the correct student you want to make an appointment for.



- On the Scheduling Grid, this will default to today's date, but you can change it to the date you want the appointment for. You can also change the start and end times to refine your search for availability. Available time for appointments are shown as white blocks and unavailable times as grey blocks.



- Select Care Unit (Advising), Service (Online Academic Advising), and select Staff or leave as All Staff to display all availabilities for all staff who has set their availability.



7. Click on the time slot that is available.

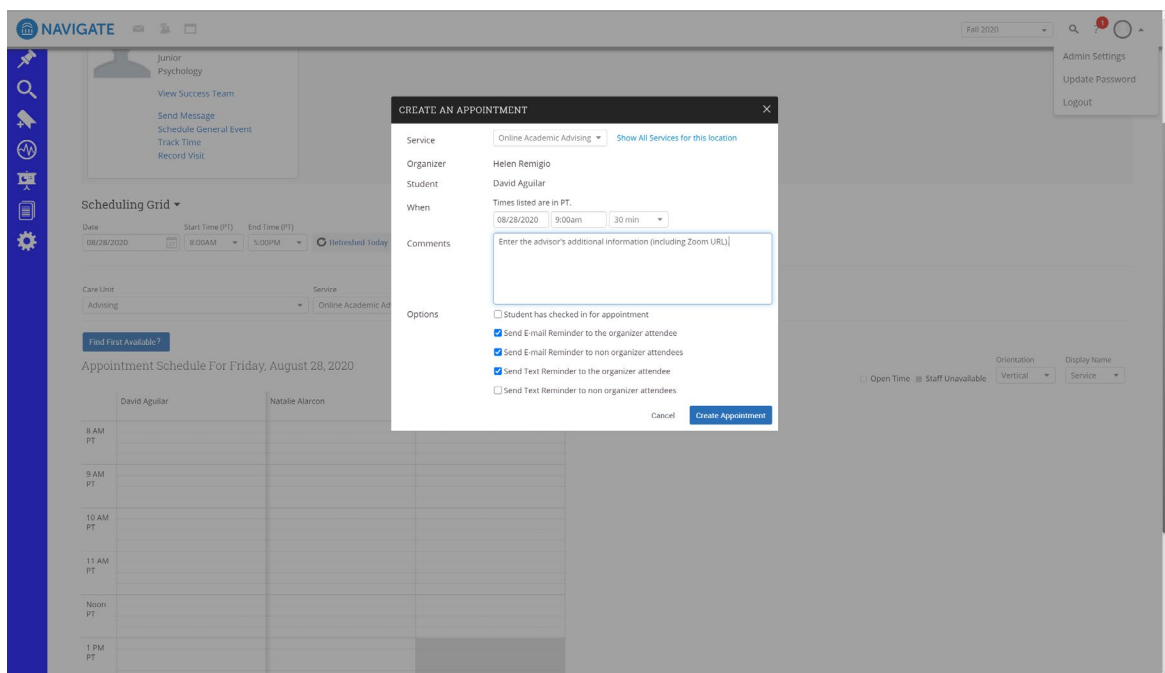
Care Unit: Advising | Service: Online Academic Advising | Staff: All Staff

[Find First Available?](#)

Appointment Schedule For Friday, August 28, 2020

	David Aguilar	Natalie Alarcon	Helen Remigio
8 AM PT			
9 AM PT			
10 AM PT			<div style="border: 1px solid red; padding: 5px;"> <p>Staff Available for Appointment Helen Remigio 2020-08-28 9:05 am PT Click to create an appointment.</p> </div>
11 AM PT			
Noon PT			
1 PM PT			
2 PM PT			

8. The Create an appointment window will pop-up. Verify the appointment information and enter the advisor's additional details for the appointment to include their Zoom URL link in the Comments box.



CREATE AN APPOINTMENT

Service: Online Academic Advising | Show All Services for this location

Organizer: Helen Remigio

Student: David Aguilar

When: Times listed are in PT. 08/28/2020 | 9:00am | 30 min

Comments: Enter the advisor's additional information (including Zoom URL)

Options:

- Student has checked in for appointment
- Send E-mail Reminder to the organizer attendee
- Send E-mail Reminder to non organizer attendees
- Send Text Reminder to the organizer attendee
- Send Text Reminder to non organizer attendees

Buttons: Cancel, Create Appointment

9. Click on the Create Appointment button.