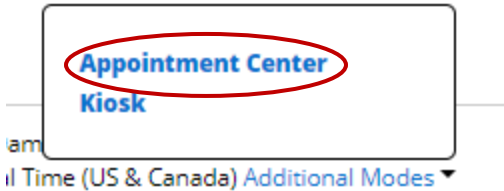# Appointment Center

If you are managing a department that coordinates appointments across personnel, you can easily view, schedule, and track appointments through the Appointment Center. At the bottom of the homepage, you will see a small hyperlink that says **Additional Modes**. This allows you to open the Appointment Center view.

Appointment Center
Kiosk

am
l Time (US & Canada) Additional Modes ▾

Once you select **Appointment Center**, you will be directed to a new page to select your **location**. Locations are listed in alphabetical order from left to right.

Once you select your location, the **scheduling grid** for that location will populate in the Appointment Center view. From this view, you can schedule student appointments, filter for services specific to your care unit and location, and view all appointments for personnel by date.

Choose Appointment Center Location

Appointment Center Name

Available Locations

Academic Success Center   Accept

Athletics   CAM - I

Career Services - Events   Career

Cashier's Office   CHSS -

Enter Student Name

Scheduling Grid ▾

Date	Start Time (CT)	End Time (CT)	
11/24/2020	8:00AM ▾	5:00PM ▾	↻ Refreshed Today 1:00pm CT

Care Unit	Service	Staff
Academic Advising ▾	All Services ▾	All Staff

Find First Available?

Appointment Schedule For Tuesday, November 24, 2020

Orientation: Vertical ▾   Display Name: Service ▾

☐ Open Time ☐ Staff Unavailable

	Baylie Adams	Samantha Aldrich-Wollgast	Joanna Blythe	Tanisha Brazil	Rebekah Carnell	Arica Castleberry	Stephen Cleveland
8 AM CT	Arts & Media...		B...	A... A... A... A...		Busy	
9 AM CT	Arts & Media... Arts & Media...	Business Ad...	O...	H... H... H... H... H... H...		Criminal Justi...	
	Busy	Business Ad...	O...	H...		Criminal Justi...	
	Arts & Media	Business Ad	O			Criminal Justi	

Scheduling an Appointment
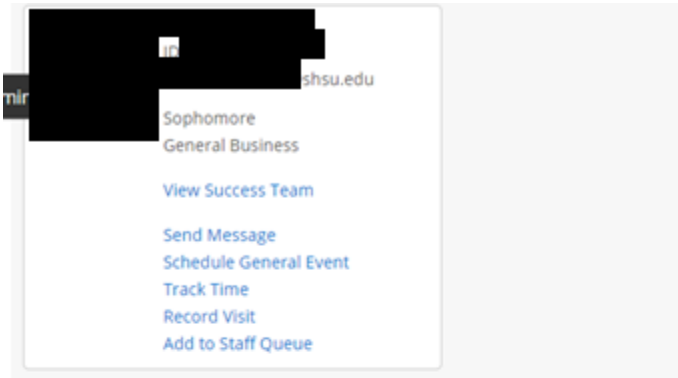
Once you have entered a student to make an appointment for in the **Enter Student Name** box, the scheduling grid will update to reflect the student's availability in comparison to the staff's availability.
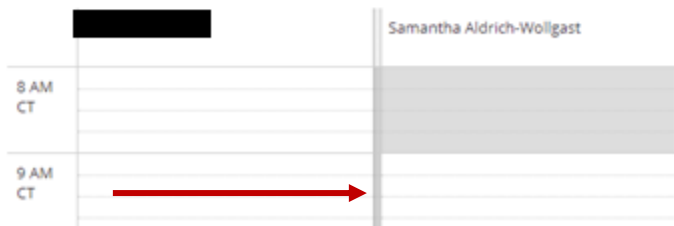

When you find a time that a staff is available to meet with the student, you will double-click the open space on the scheduling grid and the **Create an Appointment** box will appear.

Select **Create Appointment** and the appointment will now be saved. The staff scheduled for the appointment and the student will both be notified of the appointment. Additionally, the student will receive an e-mail and text reminder prior to the appointment.

Canceling or Moving an Appointment

If you need to check-in an appointment, cancel an appointment, or move an appointment, you can do so from the scheduling grid view in the Appointment Center. Select the appointment you are needing to make a change to, and the **Manage Appointment** box will appear.